



North Carolina Department of Administration

LEGISLATIVE OVERVIEW

For

JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Volume 1 of 3

Secretary Moses Carey, Jr., North Carolina Department of Administration

March 2011

NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

Legislative Overview

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North Carolina Department of Administration

Statutory Authority

G.S. 143

Mission Statement

Deliver services for other state agencies, state employees, our communities and our fellow citizens effectively, responsible, and cost efficiently. The department is committed to quality, service, excellence and integrity.

Goals and Objectives

- Decrease average review and processing times without compromising the quality of the outcome.
- Provide resources and representation for various segments of the population that have special needs so that they may achieve fair and equitable opportunities.
- Apply improved procedures, systems, organization, and good business practices to help agencies, grantees and customers achieve savings or other key goals such as compliance.
- Reduce energy use through improved management of facilities and vehicles.
- Provide quality services for citizens and public agencies that make government more accessible and open.
- Provide administrative support to independent state government agencies, including the State Ethics Commission, The License To Give Trust Fund, the Office of the Lieutenant Governor, the Office of State Personnel, and the State Board of Elections.

Department of Administration Overview

The N.C. Department of Administration (DOA) is often referred to as the “business manager” of state government. Created in 1957, the department provides numerous services for state government agencies, such as building construction, purchasing and contracting for goods and services, maintaining facilities, managing state vehicles, acquiring and disposing of real property and operating auxiliary services such as courier mail delivery and the sale of state and federal surplus property.

DOA operates under a very large umbrella that covers a wide range of other services, including public service telecasts provided by the Agency for Public Telecommunications and assistance for North Carolina’s military veterans through the Division of Veterans Affairs.

Additionally, DOA provides staff support to several councils and commissions which advocate for the special needs of North Carolina’s citizens. These programs include the N.C. Human Relations Commission, the N.C. Commission of Indian Affairs, the Youth Advocacy and Involvement Office and the N.C. Council for Women.

The department strives to serve as a role model of state government, working to ensure that taxpayers’ dollars are used wisely and that good management is pervasive. The department is led by the Secretary of Administration, an appointee of the governor. Several officers report directly to the Secretary, including the Chief Operating Officer, Chief Fiscal Officer, General Counsel, Humans Resources Management Director and Assistant Secretary for Veterans Affairs. The Deputy Secretary for Government Operations, Deputy Secretary for Services and Programs, Chief

Information Officer, Agency for Public Telecommunications Director, Legislative Liaison and Communications Director report to the COO.

DOA includes the following divisions (in alphabetical order):

Agency for Public Telecommunications operates public telecommunications facilities and provides state agencies with communications services designed to enhance public participation in government. APT operates a production studio that offers media production, teleconferencing and public service telecasts, such as OPEN/net. Programs are transmitted via cable, satellite and other communications technologies.

Commission of Indian Affairs advocates for the rights of American Indian citizens, including the implementation or continuation of programs that benefit them. The commission provides aid and protection for American Indians; assists communities in social and economic development; promotes unity among all American Indians; and encourages the right of American Indians to pursue cultural and religious traditions they consider sacred and meaningful.

Communications Office helps DOA enhance its communications with the people of the state, employees and other governmental and partner agencies. Responsibilities include assistance with public inquiries, media relations, news releases, publications, graphics, editing, publicity, speech writing and counseling the secretary's executive staff, division directors and employees on the best way to communicate with the public.

Council for Women is an advocacy agency that advises the Governor on the needs of women in North Carolina as well as administers state funding and provides technical assistance to local non-profits/governmental agencies that serve domestic violence, sexual assault victims and displaced homemakers. The agency staffs the statewide Council for Women and the Domestic Violence Commission.

Facility Management Division provides preventive maintenance and repair services to the State Government Complex and some facilities used by government workers in outlying areas. Services include construction, renovation, housekeeping, landscaping, steam plant, HVAC and elevator maintenance, pest control, parking supervision and lock shop operations.

Fiscal Management accounts for all fiscal activity of the department in conformity with the requirements of the Office of State Budget and Management, the Office of State Controller, the Department of State Auditor and federal funding agencies. The office files timely financial reports; invoices user agencies for central services; and recommends and administers fiscal policy within the department.

Historically Underutilized Businesses (HUB) Office serves as an advocate for businesses owned by minorities, women and persons with disabilities in their efforts to conduct business with the State. Its core functions include increasing the amount of goods and services acquired by the state from HUBs; ensuring the absence of barriers that reduce the participation of HUBs; and encouraging state purchasing offices to identify prospective HUB vendors and service providers.

Human Relations Commission provides services and programs aimed at improving relationships among all citizens of the state, while seeking to ensure equal opportunities in the areas of employment, housing, public accommodation, recreation, education, justice and governmental services. The commission also enforces the North Carolina Fair Housing Law.

Human Resources Management Office provides a range of services for DOA and the Office of Lieutenant Governor. These services encompass all major areas of public personnel administration in accordance with the requirements of

the State Personnel Act. The Personnel Division is responsible for employee selection and recruitment, position management, training and development, employee and management relations and health benefits administration.

Justice for Sterilization Victims Foundation was established by Gov. Bev Perdue. In the 2009-2010 legislative session, the General Assembly provided funding for to begin planning to carry out its mission to provide justice and compensate victims who were forcibly sterilized by the State of North Carolina. The Foundation functions as a clearinghouse to assist victims of the N.C. Eugenics Board program and will staff the new Task Force to Determine the Method of Compensation for Victims of North Carolina's Eugenics Board.

Mail Service Center is a full-service, centralized mail operation for state government that includes the processing and delivery of outbound and inbound U.S. mail and interoffice mail for state offices in Wake County and courier mail services for state agencies, community colleges, public school systems and the university system in all 100 counties. Located off Blue Ridge Road in Raleigh, the Mail Service Center is the result of the July 1999 consolidation of 26 mailrooms out of 39 in state government in Raleigh.

Management Information Systems (MIS) provides a central resource of management consulting services with emphasis on improving operations, reducing costs and improving service delivery for all divisions in the department. This office develops integrated data processing plans, develops and writes new programs, maintains its applications, and provides implementation guidance, consultation and assistance to the department.

Motor Fleet Management Division provides passenger vehicles to state agencies for employees in the performance of their duties. This division is a receipt-supported operation that purchases, maintains, assigns and manages the State's centralized fleet of approximately 8,000 vehicles and enforces state policy and regulations concerning the use of the vehicles.

Division of Non-Public Education (DNPE) serves as a liaison between state government, conventional private elementary and secondary schools, home schools and the general public. DNPE provides oversight to North Carolina's private elementary and secondary schools and is responsible for verifying that all such schools meet statutory requirements. DNPE maintains current statistical data that is published annually as the *N.C. Directory of Non-Public Schools*.

Purchase and Contract (P&C) is the central purchasing authority for all state departments, institutions, agencies, universities and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities and other non-state entities. The State of North Carolina purchases a wide variety of products and services with a total value of more than \$4 billion annually.

State Construction Office is responsible for the administration of planning, design and construction of all state facilities, including the university and community college systems. It also provides the architectural and engineering services necessary to carry out the capital improvement program for all state institutions and agencies.

State Parking Office is responsible for planning, developing and operating parking in the State Government Complex, which includes about 8,100 spaces and two visitor lots. The office also administers the state employees' commuting program in the Downtown Complex and works closely with parking coordinators in the various state government departments.

State Property Office is responsible for state government's acquisition and disposition of all interest in real property whether by purchase, sale, exercise of power of eminent domain, lease or rental. The office maintains a computerized inventory of land and buildings owned or leased by the State and prepares and maintains floor plans for state buildings.

Surplus Property Division operates both the State and Federal Surplus Property programs. The State Surplus Property program sells supplies, materials and equipment owned by the state - including motor vehicles and jets, plus jewelry and other seized property -- that are surplus, obsolete or unused. It is a receipt-support business that returns about \$20 million to state coffers annually. The Federal Surplus Property program acquires and donates available federal surplus property to eligible state recipients, such as government agencies, non-profit educational institutions and public health facilities. Operation costs for this program are funded by receipts from sales.

Veterans Affairs Division assists North Carolina military veterans, their dependents and the dependents of deceased veterans in obtaining and maintaining those rights and benefits to which they are entitled by law.

Youth Advocacy and Involvement Office seeks to tap the productivity of the youth of North Carolina through participation in community services and leadership development. Experiential education opportunities are provided to young adults through an internship program. The office provides advocacy for individuals in need of child or youth services in the state and makes recommendations to the governor, the General Assembly and other policy-making groups.

Administration-Related Boards and Commissions

Board of Public Telecommunications
Governor's Advocacy Council for Children and Youth
Martin Luther King Jr. Commission
North Carolina Advisory Council on the Eastern Band of the Cherokee
North Carolina Capital Planning Commission
North Carolina Commission of Indian Affairs
North Carolina Council for Women
North Carolina Domestic Violence Commission
North Carolina Minority Capital Projects Advisory Board
North Carolina State Building Commission
North Carolina State Youth Advisory Council
North Carolina Internship Council
State Youth Council
Veterans Affairs Commission
License to Give Trust Fund Commission

Total Positions/DOA Only:

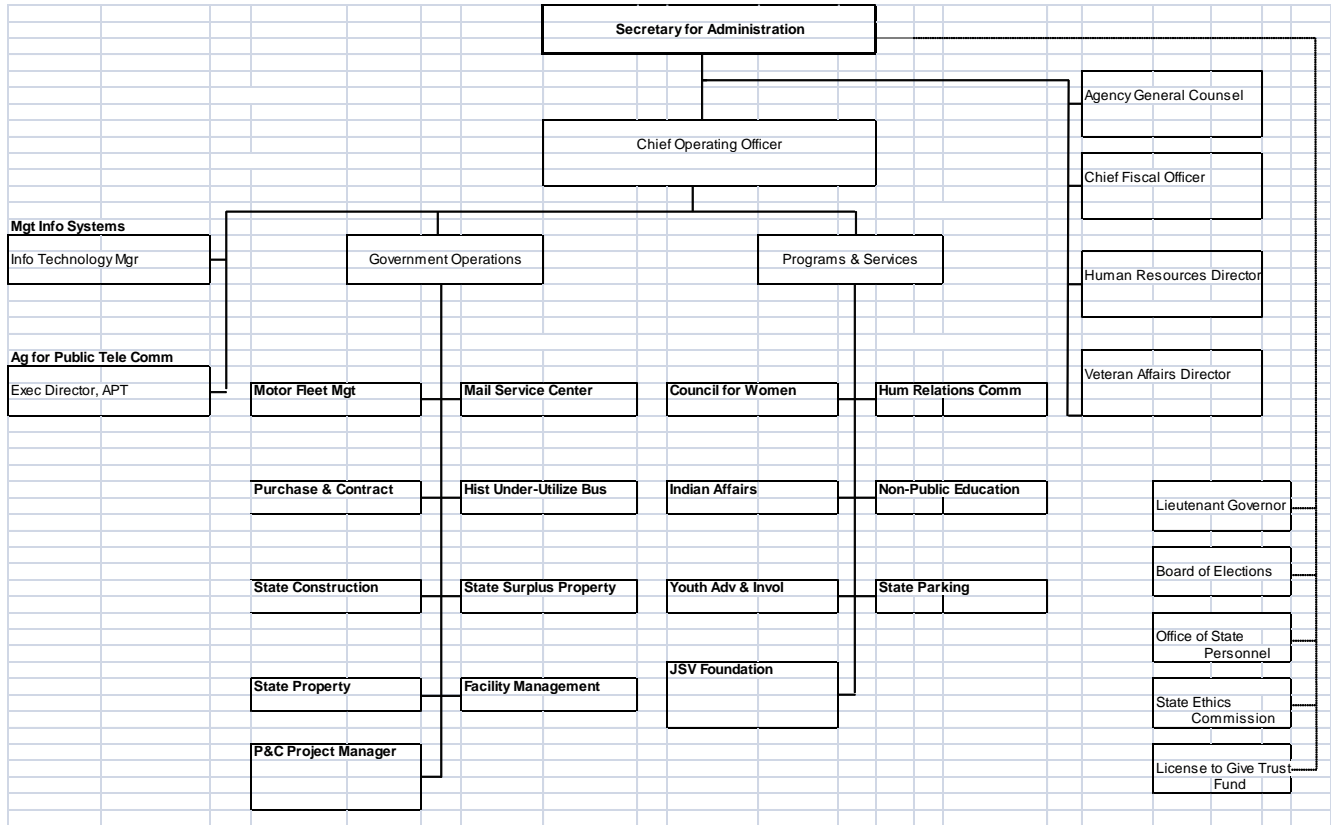
Appropriated:	441.5722
Federal:	10.0
Receipts:	<u>278.6778</u>

Total:	730.25
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Vacant FTE	
Appropriated:	41.5
Federal:	2.0
Receipts:	<u>52.0</u>

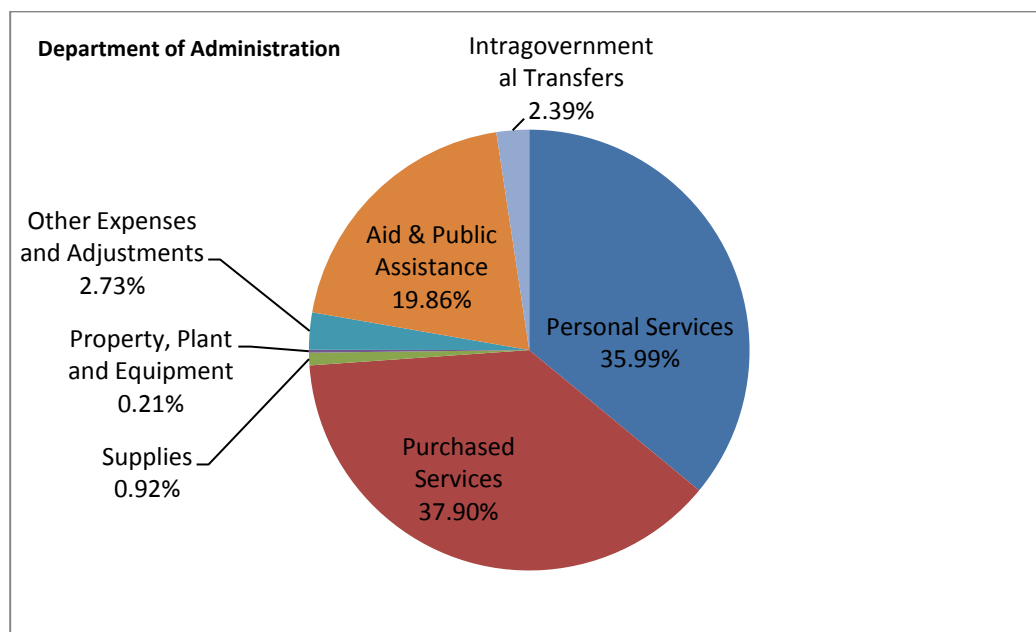
Total:	95.5
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Organization Chart-Department of Administration



Fiscal Data

Department of Administration 14100	2009-2010 Actual		2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Personal Services	36,157,324	531XXX	39,669,231	39,383,455	40,770,776	40,770,776
Purchased Services	38,075,807	532XXX	43,310,770	45,732,329	53,549,354	50,772,464
Supplies	926,574	533XXX	1,244,363	1,245,371	1,245,371	1,245,371
Property, Plant and Equipment	208,710	534XXX	585,318	589,012	584,512	584,512
Other Expenses and Adjustments	2,738,296	535XXX	2,873,235	2,877,835	2,877,835	2,877,835
Aid & Public Assistance	19,954,688	536XXX	20,889,374	20,889,374	21,283,608	21,283,608
Intragovernmental Transfers	2,405,018	538XXX	142,254	175,196	175,196	175,196
Total Expenditures	100,466,417		108,714,545	110,892,572	120,486,652	117,709,762
Total Receipts	39,921,284		40,673,974	42,852,001	50,786,626	48,009,736
Net Appropriation	60,545,133		68,040,571	68,040,571	69,700,026	69,700,026
Less Recommended Adjustments					(4,810,565)	(5,039,530)
Adjusted General Fund Appropriation					64,889,461	64,660,496
		Total Positions, as Presented in Budget:			594.87	594.87
		Recommended Reductions:			-55.51	-55.51
		Net Recommended Positions			539.36	539.36
Note: Office of State Personnel and Ethics Commission are included in the above						



Department of Administration Adjusted		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
14100		Actual	Certified	Authorized	Recommended	Recommended
Total Expenditures		100,466,417	108,714,545	110,892,572	120,486,652	117,709,762
Total Receipts		39,921,284	40,673,974	42,852,001	50,786,626	48,009,736
Net Appropriation		60,545,133	68,040,571	68,040,571	69,700,026	69,700,026
Less OSP Fund 1311 Expenditures		7,100,098	7,519,247	7,529,672	7,546,757	7,546,757
Less State Ethics 1810 Expenditures		931,831	1,429,193	1,429,193	1,369,117	1,369,117
Department of Administration Adjusted		52,513,204	59,092,131	59,081,706	60,784,152	60,784,152

14100 DEPARTMENT OF ADMINISTRATION GENERAL FUND SUMMARY BY PURPOSE

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I

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SUMMARY BY PURPOSE

ATTACHMENT 2

4100 -								PAGE 1/ 425
14100 Department of Administration - General								20:57:36 02/09/11
CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
1111	OFFICE OF THE SECRETARY	1,422,582	2,682,099	2,136,167	27,730	2,163,897	27,730	2,163,897
1121	DOA FISCAL MANAGEMENT	1,611,843	1,661,527	1,804,421	30,825	1,835,246	30,825	1,835,246
1122	DOA HUMAN RESOURCES MGMT	587,051	735,013	849,084	19,311	868,395	19,311	868,395
1123	HIST UNDERUTILIZED BUSINE	679,390	765,414	735,201	15,523	750,724	15,523	750,724
1124	JUSTICE STERILE VICTIMS	249,994	0	0	0	0	0	0
1230	NON-PUBLIC EDUCATION	354,733	361,351	402,425	7,637	410,062	7,637	410,062
1241	MANAGEMENT INFO SYSTEMS	908,225	1,078,554	1,169,340	15,402	1,184,742	15,402	1,184,742
1264	TELECOMMUNICATIONS OFFIC	4,524,355	5,176,659	7,683,456	15,026	7,698,482	15,026	7,698,482
1311	OFFICE OF STATE PERSONNE	7,100,098	7,519,247	7,529,672	17,085	7,546,757	17,085	7,546,757
1411	STATE CONSTRUCTION OFFIC	5,425,749	5,011,698	5,002,761	591,719	5,594,480	591,719	5,594,480
1412	STATE PROPERTY OFFICE	1,953,678	2,314,692	2,132,415	25,000	2,157,415	25,000	2,157,415
1416	STATE BUILDING COMMISSIO	5,514	11,475	11,475	0	11,475	0	11,475
1421	FACILITIES MANAGEMENT DI	25,015,767	28,885,920	29,082,853	291,584	29,374,437	291,584	29,374,437
1466	STATE ENERGY OFFICE	0	1,366	0	0	0	0	0
1511	PURCHASING AND CONTRACT	3,046,587	3,825,937	3,786,863	79,763	3,866,626	79,763	3,866,626
1623	STATE CAPITAL POLICE	52,293	2,574	0	0	0	0	0
1731	NC COUNCIL/WOMEN DOM VIO	844,549	751,749	799,707	20,372	820,079	20,372	820,079
1732	DISPLACED HOMEMAKERS	2,100,446	2,143,054	2,145,554	0	2,145,554	0	2,145,554
1734	RAPE CRISIS PROGRAM	2,878,943	2,899,398	2,899,398	151,602	3,051,000	151,602	3,051,000
1741	HUMAN RELATIONS COMMISSI	695,538	753,335	826,154	15,459	841,613	15,459	841,613
1742	MARTIN LUTHER KING COMM.	37,577	65,843	0	0	0	0	0
1761	YOUTH ADVOCACY & INVOLVE	943,000	819,136	820,636	14,266	834,902	14,266	834,902
1771	VETERANS AFFAIRS - ADM	13,067,647	13,949,084	13,699,215	109,127	13,808,342	109,127	13,808,342
1772	STATE VETERANS' HOME PRO	18,052,882	18,395,323	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471
1781	DOMESTIC VIOLENCE PROGRA	4,922,309	4,855,144	4,855,144	251,764	5,106,908	251,764	5,106,908
1782	DOMESTIC VIOLENCE CENTER	2,446,380	2,067,400	2,067,400	0	2,067,400	0	2,067,400
1810	STATE ETHICS COMMISSION	931,831	1,429,193	1,429,193	-60,076	1,369,117	-60,076	1,369,117
1851	PENSION- SURVIVING SPOUS	12,000	12,000	12,000	0	12,000	0	12,000
1861	COMMISSION OF INDIAN AFF	339,776	414,226	414,226	20,336	434,562	20,336	434,562
1881	TRANSITION TEAM	1,657	0	0	0	0	0	0
1882	GOVERNOR'S INAUGURATION	2,679	0	0	0	0	0	0
1900	RESERVES AND TRANSFERS	251,344	126,134	159,076	0	159,076	0	159,076
TOTAL REQUIREMENTS		100,466,417	108,714,545	110,892,572	9,594,080	120,486,652	6,817,190	117,709,762

14100 Department of Administration - General								20:57:36	02/09/11
		2009-2010	2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	
CODE	DESCRIPTION	ACTUAL	CERTIFIED	AUTHORIZED	INCR/DECR	TOTAL	INCR/DECR	TOTAL	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	

ESTIMATED RECEIPTS

1111	OFFICE OF THE SECRETARY	85,513	78,855	78,989	0	78,989	0	78,989
1121	DOA FISCAL MANAGEMENT	422,386	520,520	545,040	0	545,040	0	545,040
1122	DOA HUMAN RESOURCES MGMT	218	71,670	71,670	0	71,670	0	71,670
1123	HIST UNDERUTILIZED BUSINE	10,482	1,000	1,000	0	1,000	0	1,000
1230	NON-PUBLIC EDUCATION	112	0	0	0	0	0	0
1241	MANAGEMENT INFO SYSTEMS	185,918	282,844	373,606	0	373,606	0	373,606
1264	TELECOMMUNICATIONS OFFIC	3,890,068	4,565,959	7,065,959	0	7,065,959	0	7,065,959
1311	OFFICE OF STATE PERSONNE	102,978	203,320	113,506	0	113,506	0	113,506
1411	STATE CONSTRUCTION OFFIC	417,484	627,048	627,048	0	627,048	0	627,048
1412	STATE PROPERTY OFFICE	901,550	1,195,145	1,135,801	0	1,135,801	0	1,135,801
1421	FACILITIES MANAGEMENT DI	3,967,298	3,814,465	3,819,636	0	3,819,636	0	3,819,636
1466	STATE ENERGY OFFICE	148	0	0	0	0	0	0
1511	PURCHASING AND CONTRACT	6,662	1,429	1,429	0	1,429	0	1,429
1623	STATE CAPITAL POLICE	407	1,237	0	0	0	0	0
1731	NC COUNCIL/WOMEN DOM VIO	1,309	0	0	0	0	0	0
1732	DISPLACED HOMEMAKERS	1,988,991	1,840,607	1,840,607	0	1,840,607	0	1,840,607
1734	RAPE CRISIS PROGRAM	20,455	200	200	0	200	0	200
1741	HUMAN RELATIONS COMMISSI	285	0	0	0	0	0	0
1742	MARTIN LUTHER KING COMM.	2,546	0	0	0	0	0	0
1761	YOUTH ADVOCACY & INVOLVE	190	0	0	0	0	0	0
1771	VETERANS AFFAIRS - ADM	7,122,290	6,863,217	6,534,740	0	6,534,740	0	6,534,740
1772	STATE VETERANS' HOME PRO	18,049,246	18,399,394	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471
1781	DOMESTIC VIOLENCE PROGRA	21,239	8,500	8,500	0	8,500	0	8,500
1782	DOMESTIC VIOLENCE CENTER	2,446,384	2,067,400	2,067,400	0	2,067,400	0	2,067,400
1810	STATE ETHICS COMMISSION	6,861	0	0	0	0	0	0
1861	COMMISSION OF INDIAN AFF	482	2,000	2,000	0	2,000	0	2,000
1881	TRANSITION TEAM	1	0	0	0	0	0	0
1900	RESERVES AND TRANSFERS	269,781	129,164	126,134	0	126,134	0	126,134

TOTAL RECEIPTS		39,921,284	40,673,974	42,852,001	7,934,625	50,786,626	5,157,735	48,009,736
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NET APPROPRIATION		60,545,133	68,040,571	68,040,571	1,659,455	69,700,026	1,659,455	69,700,026
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14100 DEPARTMENT OF ADMINISTRATION GENERAL FUND SUMMARY BY ACCOUNT

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I

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SUMMARY BY ACCOUNT

ATTACHMENT 3

4100 -								PAGE 1/ 428
14100 Department of Administration - General								20:57:36 02/09/11
CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	1,711,430	1,721,363	1,763,933	44,019	1,807,952	44,019	1,807,952
53 1112	EPA REG SALARIES -REC	50,326	50,452	50,325	0	50,325	0	50,325
53 1141	SEC/COUNCIL OF STATE SAL	120,363	120,364	120,364	3,221	123,585	3,221	123,585
53 1161	EPA-TIME LIMITED SAL-APP	17,836	0	0	0	0	0	0
53 1211	SPA-REG SALARIES-APPRO	23,798,191	24,127,898	24,150,286	1,138,149	25,288,435	1,138,149	25,288,435
53 1212	SPA-REG SALARIES-RECPT	2,068,717	3,054,619	2,810,525	0	2,810,525	0	2,810,525
53 1222	SPA TIME LIMITED SAL- RE	47,348	162,738	162,738	0	162,738	0	162,738
53 1231	SPA LEO SALARIES APPRO	-205	0	0	0	0	0	0
53 1232	SPA LEO SALARIES REC	145	0	0	0	0	0	0
53 1311	REG(N S) TEMP WAGES-APPR	83,225	232,818	202,961	0	202,961	0	202,961
53 1312	SPA TEMPORARY SALARIES-R	0	30,500	30,500	0	30,500	0	30,500
53 1321	CONTR EMPL PER IRS- APPR	0	10,198	0	0	0	0	0
53 1351	STU TEMP WAGES - APPRO	272,924	163,106	163,106	0	163,106	0	163,106
53 1411	OT PAY - APPROPRIATED	13,192	280,396	280,396	0	280,396	0	280,396
53 1412	OT PAY - RECEIPTS	102	1,116	1,116	0	1,116	0	1,116
53 1421	HOLIDAY PAY - APPRO	4,267	8,560	8,560	0	8,560	0	8,560
53 1422	HOLIDAY PAY - RECEIPTS	135	42	42	0	42	0	42
53 1431	SHIFT PREM PAY - APPRO	44,217	66,468	66,468	0	66,468	0	66,468
53 1432	SHIFT PREM PAY - RECEIPT	0	59	59	0	59	0	59
53 1441	CALLBK/STBY PREM PAY-APP	100,649	62,896	62,896	0	62,896	0	62,896
53 1442	CALLBK/STBY PREM PAY-REC	0	50	50	0	50	0	50
53 1452	DUAL EMPL WAGES - RECPTS	8,223	2,333	2,333	0	2,333	0	2,333
53 1461	EPA&SPA-LONGVTY PAY-APPR	526,164	623,367	624,523	0	624,523	0	624,523
53 1462	EPA&SPA-LONGVTY PAY-REC	25,955	32,903	32,494	0	32,494	0	32,494
53 1511	SOCIAL SEC CONTRIB-APPRO	1,967,922	2,050,810	2,055,828	90,211	2,146,039	90,211	2,146,039
53 1512	SOCIAL SEC CONTRIB-RECPT	158,531	254,680	236,262	0	236,262	0	236,262
53 1521	REG RETIRE CONTRIB-APPRO	2,246,870	2,832,942	2,841,563	99,476	2,941,039	99,476	2,941,039
53 1522	REG RETIRE CONTRIB-RECPT	185,806	346,168	322,524	0	322,524	0	322,524
53 1531	LEO RETIRE CONTRIB-APPRO	75	1,237	0	0	0	0	0
53 1532	LEO RETIRE CONTRIB-RECPT	-604	0	0	0	0	0	0
53 1561	MED INS CONTRIB-APPRO	2,165,707	2,685,175	2,687,024	11,090	2,698,114	11,090	2,698,114
53 1562	MED INS CONTRIB-RECPTS	174,839	381,704	342,310	0	342,310	0	342,310
53 1572	UNEMP COMP PAYMNTS TO ES	71,917	4,510	4,510	0	4,510	0	4,510
53 1573	WORKERS COMP INSURANCE	9,088	0	0	0	0	0	0
53 1575	EMPLOYEE ASSISTANCE PROG	5,703	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	42,860	0	0	0	0	0	0
53 1622	SEVER SLRY CONTINUE-RECT	18,584	0	0	0	0	0	0

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
53 1625	ST DISABILITY PMT	0	1,000	1,000	0	1,000	0	1,000
53 1627	ST DISABILITY PMT-APPRO	25,294	7,087	7,087	0	7,087	0	7,087
53 1631	WRKER COMP-MED PAYMENTS	61,341	138,189	138,189	1,155	139,344	1,155	139,344
53 1632	WRKER COMP-TEMP DIS PAYM	60,250	110,559	110,559	0	110,559	0	110,559
53 1641	INMATE LABOR	3,395	27,000	27,000	0	27,000	0	27,000
53 1649	OTH SPECIAL PROGRAM WAGE	60,300	56,000	56,000	0	56,000	0	56,000
53 1651	COMPENSATION TO BOARD ME	6,242	19,924	19,924	0	19,924	0	19,924

TOTAL PERSONAL SERVICES		36,157,324	39,669,231	39,383,455	1,387,321	40,770,776	1,387,321	40,770,776

53 2110	LEGAL SERVICES	111,202	181,283	197,404	-100,000	97,404	-100,000	97,404
53 2120	FINAN/AUDIT SERVICES	8,720	1,000	9,000	0	9,000	0	9,000
53 2132	OTHER PROVIDED MED SER	17,632,122	17,761,194	17,761,194	7,934,625	25,695,819	5,157,735	22,918,929
53 2133	EMPLOYEE/EMPLOYM PHYSICA	10,112	12,518	12,518	0	12,518	0	12,518
53 2140	INFORMATN TECHNOLOGY SVC	26,018	175,149	167,962	-17,600	150,362	-17,600	150,362
53 2143	LAN SUPPORT SERVICES	26,488	61,342	35,215	0	35,215	0	35,215
53 2144	PC/PRINTER SUPPORT SERV	439,773	422,452	443,895	0	443,895	0	443,895
53 2150	ACADEMIC SERVICES	35,234	104,159	74,543	0	74,543	0	74,543
53 2160	ENGINEERING SERVICES	176,427	0	177,000	0	177,000	0	177,000
53 2170	ADMIN SERVICES	287,063	155,956	193,911	0	193,911	0	193,911
53 2181	SEMINARS	6,025	15,527	10,524	0	10,524	0	10,524
53 2184	JANITORIAL SER AGREEMENT	1,466,499	1,209,065	1,209,735	0	1,209,735	0	1,209,735
53 2185	WASTE REM/RECY SER AGREE	222,570	359,388	304,036	0	304,036	0	304,036
53 2186	SECURITY SERVICES	263	1,162	264	0	264	0	264
53 2188	LAWNS & GROUNDS SERV AGR	2,200	7,143	7,000	0	7,000	0	7,000
53 2191	DUAL EMP PAY TO AGENCY	15,849	21,432	21,432	0	21,432	0	21,432
53 2192	HONORARIUM	260	0	300	0	300	0	300
53 2199	MISC CONTRACTUAL SERVICE	733,511	1,081,054	932,881	0	932,881	0	932,881
53 2200	UTILITY/ENERGY SERVICES	10,770,339	13,556,830	13,457,359	0	13,457,359	0	13,457,359
53 2300	REPAIR SERVICES	528,861	1,161,748	1,148,362	0	1,148,362	0	1,148,362
53 2400	MAINTENANCE AGREEMENTS	691,744	724,665	747,881	0	747,881	0	747,881
53 2500	RENTALS/LEASES	381,106	357,340	356,438	0	356,438	0	356,438
53 2700	TRAVEL&OTHER EMPLOYEE EX	462,238	534,072	631,840	0	631,840	0	631,840
53 2800	COMMUNICATION&DATA PROC	3,881,398	5,050,491	7,557,655	0	7,557,655	0	7,557,655
53 2900	OTHER SERVICES	159,785	355,800	273,980	0	273,980	0	273,980

TOTAL PURCHASED SERVICES		38,075,807	43,310,770	45,732,329	7,817,025	53,549,354	5,040,135	50,772,464

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
53 3100	GENERAL ADMIN SUPPLIES	145,772	350,423	269,838	0	269,838	0	269,838
53 3200	FACILITY & HARDWARE SUPP	289,066	461,284	407,732	0	407,732	0	407,732
53 3300	VEHICLE/EQUIP OPER SUPPL	129,234	130,302	130,865	0	130,865	0	130,865
53 3500	CLOTHING & RECREATNL SUP	37,501	53,763	53,655	0	53,655	0	53,655
53 3600	DRUGS/PHARMACEUTICAL SUP	0	537	537	0	537	0	537
53 3700	RESEARCH/DEVELOP& ED SUP	12,030	36,846	29,229	0	29,229	0	29,229
53 3800	PURCHASES FOR RESALE	255,817	119,557	261,700	0	261,700	0	261,700
53 3900	OTHER MATERIALS & SUPPLI	57,154	91,651	91,815	0	91,815	0	91,815
TOTAL SUPPLIES		926,574	1,244,363	1,245,371	0	1,245,371	0	1,245,371
53 4100	LAND	0	1,200	1,300	0	1,300	0	1,300
53 4400	OTHER STRUCTURES&IMPROVE	0	6,800	6,000	0	6,000	0	6,000
53 4500	EQUIPMENT	170,204	528,608	524,177	-4,000	520,177	-4,000	520,177
53 4700	INTANGIBLE ASSETS	38,506	48,710	57,535	-500	57,035	-500	57,035
TOTAL PROPERTY, PLANT & EQUIPMT		208,710	585,318	589,012	-4,500	584,512	-4,500	584,512
53 5100	LEGAL, LICENSE&PERMIT CST	36,045	46,289	46,289	0	46,289	0	46,289
53 5200	PENSION PAYMENTS	59,868	12,000	12,000	0	12,000	0	12,000
53 5300	DEBT SERVICE	2,597,501	2,664,614	2,664,614	0	2,664,614	0	2,664,614
53 5600	ASSET & OTHER ADJUSTMENT	501	225	225	0	225	0	225
53 5800	OTHER ADMINISTRATIVE EXP	35,976	91,747	91,059	0	91,059	0	91,059
53 5900	OTHER EXPENSES	8,405	58,360	63,648	0	63,648	0	63,648
TOTAL OTHER EXPENSES & ADJUSTMEN		2,738,296	2,873,235	2,877,835	0	2,877,835	0	2,877,835
53 6E25	NGO-DISP HOME MAKER-DIV F	1,364,228	1,306,791	1,306,791	0	1,306,791	0	1,306,791
53 6E32	NGO-DISP HOME MAKER APPRO	249,765	279,947	265,013	0	265,013	0	265,013
53 6E34	NGO-RAPE CRISIS APPROP	2,751,101	2,840,211	2,826,593	151,119	2,977,712	151,119	2,977,712
53 6E81	NGO-DOMESTIC VIOL APPROP	4,460,679	4,436,683	4,436,683	243,115	4,679,798	243,115	4,679,798
53 6E82	NGO-DOM VIOL-MARRIAGE LI	1,563,175	1,300,000	1,300,000	0	1,300,000	0	1,300,000
53 6E83	NGO-DOM VIOL-DIVORCE FEE	627,350	700,000	700,000	0	700,000	0	700,000
53 6J00	NGO-OTHER AID & GRANT	34,725	46,292	46,292	0	46,292	0	46,292
53 6K10	GOV ED & SCHOLARSHIPS VE	7,807,807	8,580,480	8,580,480	0	8,580,480	0	8,580,480
53 6425	GOV-DISP HOME MAKER-DIV F	218,408	314,000	314,000	0	314,000	0	314,000
53 6432	GOV-DISP HOME MAKER APPRO	39,934	25,000	39,934	0	39,934	0	39,934
53 6434	GOV-RAPE CRISIS-APPROP	105,437	31,060	44,678	0	44,678	0	44,678
53 6481	GOV-DOMESTIC VIOL-APPROP	158,501	182,500	182,500	0	182,500	0	182,500
53 6482	GOV-DOM VIOL-MARRIAGE LI	73,924	50,000	50,000	0	50,000	0	50,000
53 6483	GOV-DOM VIOL-DIVORCE FEE	28,326	17,400	17,400	0	17,400	0	17,400
53 6600	DIRECT GRANT TO GOV AGEN	0	7,465	7,465	0	7,465	0	7,465
53 6810	EDUC AWAR-APPROP GRANTS	249,343	573,545	573,545	0	573,545	0	573,545
53 6890	OTHER EDUCATIONAL AWARDS	11,828	0	0	0	0	0	0
53 6905	EMPLOYER OJT INCENTIVE	6,316	10,000	10,000	0	10,000	0	10,000
53 6910	AID TO COUNTIES	203,841	188,000	188,000	0	188,000	0	188,000
TOTAL AID & PUBLIC ASSISTANCE		19,954,688	20,889,374	20,889,374	394,234	21,283,608	394,234	21,283,608
53 8102	TRSF-24100-SPECIAL FUND	10,416	10,416	10,416	0	10,416	0	10,416
53 8104	TRANSFER TO 24102	9,300	0	0	0	0	0	0
53 8105	TRSF-24104	189,696	0	0	0	0	0	0
53 8107	TRSF-74100-AUX SERVICES	0	5,704	5,704	0	5,704	0	5,704
53 8140	TRANSFER TO BC40401	60,000	0	0	0	0	0	0
53 8142	TRANS INDIRECT-GROUNDS	-1	0	0	0	0	0	0
53 8144	TRSF INDIRECT COST CHP	2	0	0	0	0	0	0
53 8146	TRF 64100 RES UNEMP CONT	1	0	0	0	0	0	0
53 8148	INTRA CODE TRSF	138,534	126,134	126,134	0	126,134	0	126,134
53 8153	TRSF-GOVERNOR'S OFFICE	6,394	0	32,942	0	32,942	0	32,942
53 8990	TRSF TO SUBSEQUENT YEAR	1,990,676	0	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT		2,405,018	142,254	175,196	0	175,196	0	175,196
TOTAL REQUIREMENTS		100,466,417	108,714,545	110,892,572	9,594,080	120,486,652	6,817,190	117,709,762

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CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ESTIMATED RECEIPTS

43 2420 MISC GIFTS	605	0	0	0	0	0	0	0
43 2460 MISC GRANTS	11,828	0	0	0	0	0	0	0
43 4131 TELEPHONE/TELECOM SVC	3,452,356	4,565,959	7,065,959	0	7,065,959	0	7,065,959	
43 4134 PRINT/BIND DUP SVCS	278	1,429	1,429	0	1,429	0	1,429	
43 4140 MAINTENANCE & REPAIR SVC	574,038	1,036,410	1,036,410	0	1,036,410	0	1,036,410	
43 4160 PROF SVCS - ADMIN FEES	0	14,090	14,090	0	14,090	0	14,090	
43 4190 OTHER SALES & SERVICES	0	2,237	1,000	0	1,000	0	1,000	
43 4310 SALE OF PUBLICATIONS	0	5,900	5,900	0	5,900	0	5,900	
43 4320 SALE OF EQUIPMENT	501	4,475	4,475	0	4,475	0	4,475	
43 4390 OTH SALES OF GDS OR PUBL	12,601	13,000	13,000	0	13,000	0	13,000	
43 4410 RENTAL OF REAL PROPERTY	2,159,164	2,061,250	2,061,250	0	2,061,250	0	2,061,250	
43 5200 FEES LICENSES & FINES	4,142,683	3,908,007	3,908,007	0	3,908,007	0	3,908,007	
43 5500 FINES, PENALTIES, FEES	6,394	0	0	0	0	0	0	
43 5600 REGISTRATION FEES	103,688	96,492	96,492	0	96,492	0	96,492	
43 5800 TUITION & FEES	0	6,000	2,000	0	2,000	0	2,000	
43 7113 INSURANCE RECOVERIES	7,491	0	0	0	0	0	0	
43 7117 REBATES	5	0	0	0	0	0	0	
43 7121 PAYBACK SETTLEMENTS	5,368	0	0	0	0	0	0	
43 7127 PROCUREMENT CARD REBATES	9,517	0	0	0	0	0	0	
43 7300 INDIRECT(OVERHD) COST RE	157,545	129,164	126,134	0	126,134	0	126,134	
43 7990 OTHER MISC. REVENUES	7,601	24,400	24,400	0	24,400	0	24,400	
43 8102 TRSFR 24100 SPECIAL FUND	2,418	16,340	16,340	0	16,340	0	16,340	
43 8104 TRANS 24102	0	348,007	11,648	0	11,648	0	11,648	
43 8107 TRSFR 74100 AUX SERVICES	705,900	1,030,407	1,134,124	0	1,134,124	0	1,134,124	
43 8110 TRANSFER FROM 64106	18,045,328	18,399,394	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471	
43 8144 TRSFR FROM BC40401 LAND	265,307	131,820	131,820	0	131,820	0	131,820	
43 8148 INTRA CODE TRSFR	138,534	149,876	149,876	0	149,876	0	149,876	
43 8157 TRAN STATE TREASURER	6,520,964	6,520,964	6,520,964	0	6,520,964	0	6,520,964	
43 8165 TRANSFER DOT FUNDS	110,136	0	0	0	0	0	0	
43 8172 TRANSFER DCCPS FUNDS	117,564	117,564	117,564	0	117,564	0	117,564	
43 8173 TRANSFER FROM UNC CHAR	2,000	0	0	0	0	0	0	
53 8210 REIM-EMPLOYEES ON LOAN	8,074	2,512	2,512	0	2,512	0	2,512	
53 8223	5,130	0	0	0	0	0	0	
53 8301 UTILITIES REIMBURSEMENT	740,090	195,000	199,398	0	199,398	0	199,398	
53 8302 ELEVATOR REIMBURSEMENT	60,121	50,000	50,000	0	50,000	0	50,000	
53 8303 JANITORIAL REIMBURSEMENT	34,252	2,000	2,000	0	2,000	0	2,000	
53 8305 TRASH COLLECTION REIMB	71,492	65,503	65,503	0	65,503	0	65,503	
53 8308 COPIER REIMBURSEMENT	986	3,100	3,100	0	3,100	0	3,100	
53 8315 SAL. & F.B.REIMB.	1,060,131	1,772,674	1,647,870	0	1,647,870	0	1,647,870	
53 8316 COST REIMBURSEMENT	-540	0	0	0	0	0	0	
53 8352 REFUND OF PRIOR YR EXPEN	119,386	0	0	0	0	0	0	
53 8399 MOTOR FLEET REBATE	3,548	0	0	0	0	0	0	
43 8990 PRIOR YEAR CARRYFORWARD	1,258,800	0	0	0	0	0	0	

TOTAL RECEIPTS	39,921,284	40,673,974	42,852,001	7,934,625	50,786,626	5,157,735	48,009,736
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NET APPROPRIATION	60,545,133	68,040,571	68,040,571	1,659,455	69,700,026	1,659,455	69,700,026
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North Carolina Department of Administration
Office of the Secretary

1. Statutory Authority

§ 143B

2. Major Responsibilities, Functions, and Recent Accomplishments

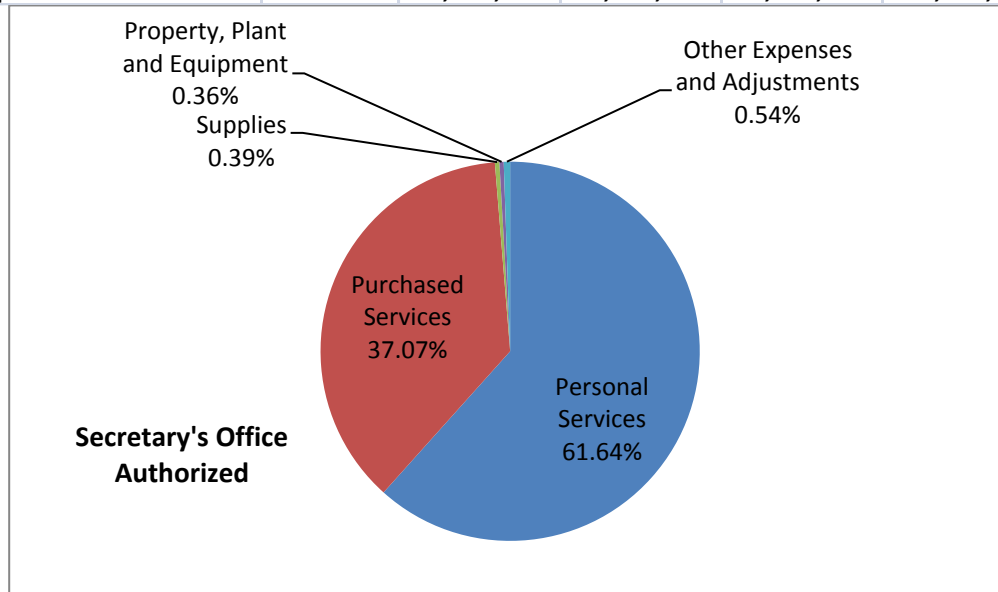
The Secretary's Office houses the Secretary, senior management staff who oversee the operating divisions, and the General Counsel. Along with the Human Resources Officer, Fiscal Officer and Communications Office, the Secretary's Office provides centralized management and leadership to the Department of Administration. In addition, the Department provides the single point of contact for circulating environmental reviews and compiling findings submitted by agencies to the State Environmental Clearinghouse

Recent Accomplishments

- Strategic Planning
- Procurement Transformation Initiative

3. Fiscal Information

Office of the Secretary		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1111		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	1,211,312	1,701,549	1,316,640	1,344,370	1,344,370
Purchased Services	532XXX	35,995	952,963	791,940	791,940	791,940
Supplies	533XXX	6,121	8,282	8,282	8,282	8,282
Property, Plant and Equipment	534XXX	-	7,711	7,711	7,711	7,711
Other Expenses and Adjustments	535XXX	304	11,594	11,594	11,594	11,594
Intragovernmental Transfers	538XXX	168,850				
Total Expenditures		1,422,582	2,682,099	2,136,167	2,163,897	2,163,897
Total Receipts		85,513	78,855	78,989	78,989	78,989
Net Appropriation		1,337,069	2,603,244	2,057,178	2,084,908	2,084,908



4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	Eliminate Clearinghouse position/transfer functions	\$74,144	1.0
10%	Eliminate Clearinghouse position/transfer functions	\$74,144	1.0
15%	Eliminate Clearinghouse position/transfer functions	\$74,144	1.0

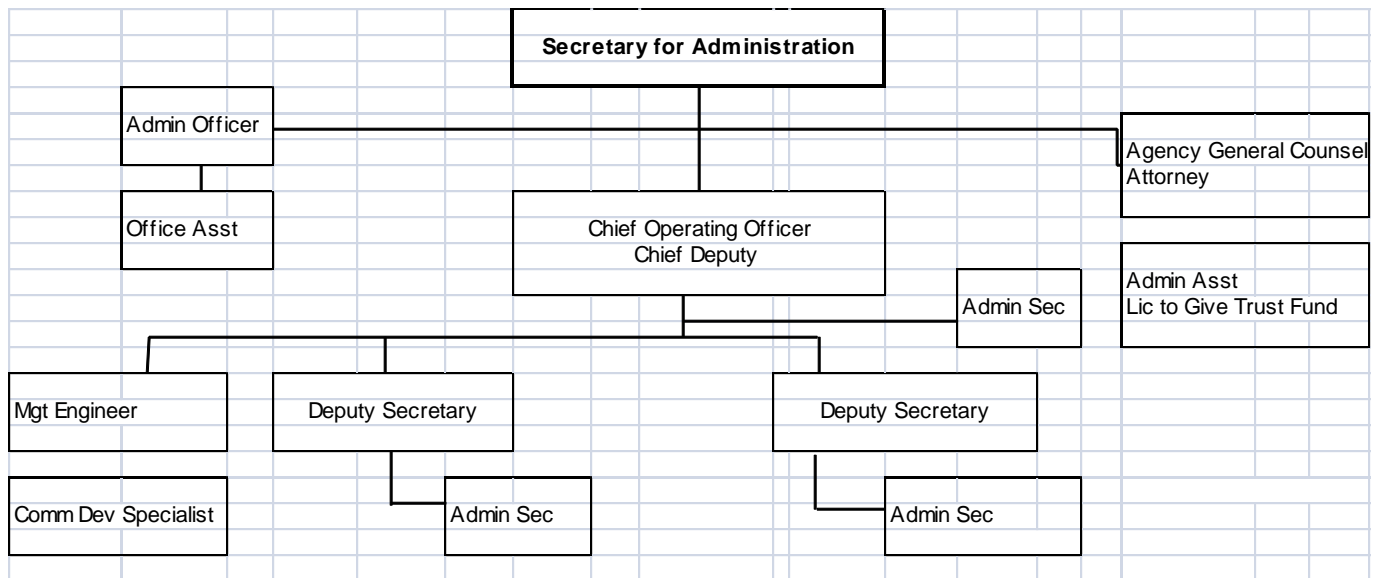
5. Governor's Budget: Same as above

6. Position Summary: 13

7. Vacancies from Beacon: 1

8. Retirement Eligibility 30 or more years: 3

9. Organization Chart:



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	493,898	446,912	565,375	12,189	577,564	12,189	577,564
53 1112	EPA REG SALARIES -REC	50,326	50,452	50,325	0	50,325	0	50,325
53 1141	SEC/COUNCIL OF STATE SAL	120,363	117,143	117,143	3,221	120,364	3,221	120,364
53 1211	SPA-REG SALARIES-APPRO	245,591	316,577	246,811	8,969	255,780	8,969	255,780
53 1212	SPA-REG SALARIES-RECPT	10,429	10,277	10,429	0	10,429	0	10,429
53 1311	REG(N S) TEMP WAGES-APPR	0	103,176	0	0	0	0	0
53 1321	CONTR EMPL PER IRS- APPR	0	10,198	0	0	0	0	0
53 1411	OT PAY - APPROPRIATED	0	187,129	0	0	0	0	0
53 1421	HOLIDAY PAY - APPRO	0	4,619	0	0	0	0	0
53 1431	SHIFT PREM PAY - APPRO	0	43,642	0	0	0	0	0
53 1441	CALLEK/STBY PREM PAY-APP	0	27,896	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	19,174	22,041	22,041	0	22,041	0	22,041
53 1462	EPA&SPA-LONGVTY PAY-REC	2,308	2,417	2,417	0	2,417	0	2,417
53 1511	SOCIAL SEC CONTRIB-APPRO	63,983	59,586	63,313	1,366	64,679	1,366	64,679
53 1512	SOCIAL SEC CONTRIB-RECPT	4,447	4,339	4,341	0	4,341	0	4,341
53 1521	REG RETIRE CONTRIB-APPRO	76,096	96,025	100,166	1,985	102,151	1,985	102,151
53 1522	REG RETIRE CONTRIB-RECPT	5,518	6,791	6,793	0	6,793	0	6,793
53 1561	MED INS CONTRIB-APPRO	54,601	67,920	67,920	0	67,920	0	67,920
53 1562	MED INS CONTRIB-RECPTS	3,103	3,361	3,466	0	3,466	0	3,466
53 1572	UNEMP COMP PAYMNTS TO ES	0	100	100	0	100	0	100
53 1575	EMPLOYEE ASSISTANCE PROG	157	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	1,018	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	0	44,090	0	0	0	0	0
53 1632	WRKER COMP-TEMP DIS PAYM	0	20,858	0	0	0	0	0
53 1649	OTH SPECIAL PROGRAM WAGE	60,300	56,000	56,000	0	56,000	0	56,000
TOTAL PERSONAL SERVICES		1,211,312	1,701,549	1,316,640	27,730	1,344,370	27,730	1,344,370
53 2140	INFORMATN TECHNOLOGY SVC	0	5,500	3,500	0	3,500	0	3,500
53 2144	PC/PRINTER SUPPORT SERV	11,740	10,848	11,848	0	11,848	0	11,848
53 2150	ACADEMIC SERVICES	0	24,543	0	0	0	0	0
53 2170	ADMIN SERVICES	647	0	1,000	0	1,000	0	1,000
53 2199	MISC CONTRACTUAL SERVICE	0	164,438	124,170	0	124,170	0	124,170
53 2200	UTILITY/ENERGY SERVICES	0	704,870	608,658	0	608,658	0	608,658
53 2300	REPAIR SERVICES	0	1,344	1,344	0	1,344	0	1,344
53 2400	MAINTENANCE AGREEMENTS	2,252	2,700	2,700	0	2,700	0	2,700
53 2500	RENTALS/LEASES	340	1,620	1,620	0	1,620	0	1,620
53 2700	TRAVEL&OTHER EMPLOYEE EX	2,276	5,828	5,828	0	5,828	0	5,828
53 2800	COMMUNICATION&DATA PROC	15,427	25,074	25,074	0	25,074	0	25,074
53 2900	OTHER SERVICES	3,313	6,198	6,198	0	6,198	0	6,198
TOTAL PURCHASED SERVICES		35,995	952,963	791,940	0	791,940	0	791,940

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BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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ATTACHMENT 4

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CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 3100 GENERAL ADMIN SUPPLIES	5,477	7,043	7,043	0	7,043	0	7,043
53 3700 RESEARCH/DEVELOP& ED SUP	644	662	662	0	662	0	662
53 3900 OTHER MATERIALS & SUPPLI	0	577	577	0	577	0	577
TOTAL SUPPLIES	6,121	8,282	8,282	0	8,282	0	8,282
53 4500 EQUIPMENT	0	6,227	6,227	0	6,227	0	6,227
53 4700 INTANGIBLE ASSETS	0	1,484	1,484	0	1,484	0	1,484
TOTAL PROPERTY, PLANT & EQUIPMT	0	7,711	7,711	0	7,711	0	7,711
53 5800 OTHER ADMINISTRATIVE EXP	304	5,001	5,001	0	5,001	0	5,001
53 5900 OTHER EXPENSES	0	6,593	6,593	0	6,593	0	6,593
TOTAL OTHER EXPENSES & ADJUSTMEN	304	11,594	11,594	0	11,594	0	11,594
53 8990 TRSFR TO SUBSEQUENT YEAR	168,850	0	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT	168,850	0	0	0	0	0	0
TOTAL REQUIREMENTS	1,422,582	2,682,099	2,136,167	27,730	2,163,897	27,730	2,163,897

ESTIMATED RECEIPTS

43 4134 PRINT/BIND DUP SVCS	258	0	0	0	0	0	0
43 5600 REGISTRATION FEES	0	1,000	1,000	0	1,000	0	1,000
43 7127 PROCUREMENT CARD REBATES	29	0	0	0	0	0	0
43 7990 OTHER MISC. REVENUES	1,563	0	0	0	0	0	0
43 8107 TRSFR 74100 AUX SERVICES	76,591	77,855	77,989	0	77,989	0	77,989
53 8352 REFUND OF PRIOR YR EXPEN	7,072	0	0	0	0	0	0
TOTAL RECEIPTS	85,513	78,855	78,989	0	78,989	0	78,989

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

AWG

ATTACHMENT 4

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14100 Department of Administration - General

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1111 Office of the Secretary

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

NET APPROPRIATION	1,337,069	2,603,244	2,057,178	27,730	2,084,908	27,730	2,084,908
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North Carolina Department of Administration
Office of Fiscal Management

1. Statutory Authority

N/A

2. Major Responsibilities, Functions, and Recent Accomplishments

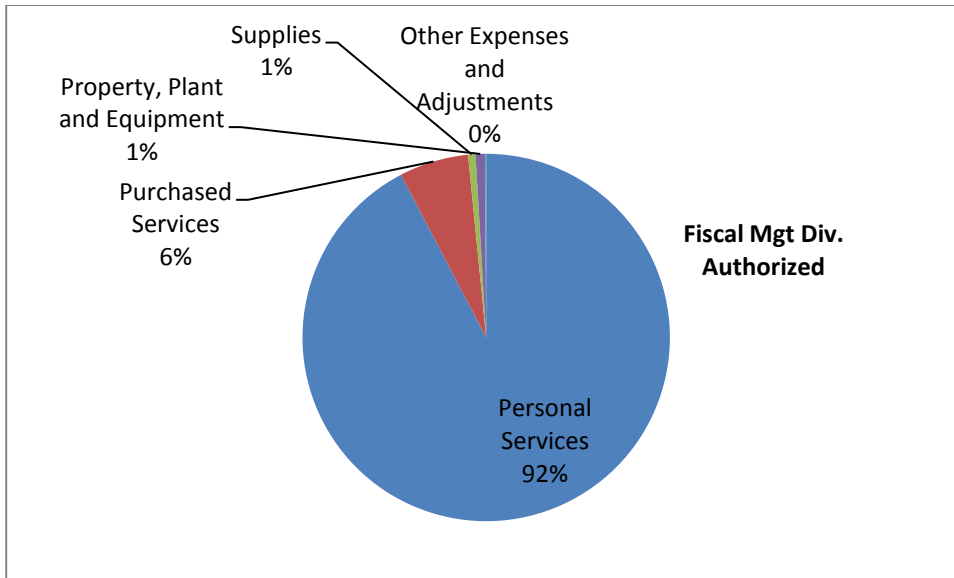
The Office of Fiscal Management manages all fiscal activity of the department in conformity with the requirements of the Office of State Budget and Management, Office of State Controller, Office of the State Auditor and federal funding agencies. It administers the budgeting, accounting, payroll, and purchasing functions of the Department. It also provides the same services for the Lieutenant Governor, State Ethics Commission, Office of State Personnel, State Board of Elections, and the License To Give Trust Fund Commission. The office files timely financial reports, invoices for central receipt-supported services, purchases and pays for goods and services, and prepares budgets, and recommends and administers fiscal policy within the Department of Administration.

Recent Accomplishments

- Fiscal and Management Information Systems are piloting a purchase requisitioning and contract creation process to increase efficiencies for DOA agencies. The **Contract Purchasing Matrix** is a web-based application that uses the amount of a purchase to identify relevant resource data and contract template.
- Fiscal and MIS are collaborating with OSC NCAS personnel to develop a process that will **eliminate duplicate work of data input** between Motor Fleet Management and NCAS for accounts payables. Anticipated completion: April 2011.
- Created detailed internal procedures for **Payment of Commerce-State Energy ARRA** Monies Retrofit Energy Saving Capital Improvement Projects through DOA State Construction and for **Payment of Veterans Affairs ARRA** Funded Capital Improvement VA Nursing Homes to ensure compliance with Federal regulations.
- Analysis and action taken on **Procurement Card Program and cell phone** accounts and use resulting in stronger internal controls and reduction of risk/cost to the State.
- **Mandated electronic budget reports** eliminating significant costs of printing and shipment of reports.

3. Fiscal Information

Fiscal Management		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1121		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	1,526,977	1,523,014	1,665,908	1,696,733	1,696,733
Purchased Services	532XXX	73,770	108,372	110,023	110,023	110,023
Supplies	533XXX	9,166	13,497	11,761	11,761	11,761
Property, Plant and Equipment	534XXX	595	14,904	14,904	14,904	14,904
Other Expenses and Adjustments	535XXX	1,335	1,740	1,825	1,825	1,825
Total Expenditures		1,611,843	1,661,527	1,804,421	1,835,246	1,835,246
Total Receipts		422,386	520,520	545,040	545,040	545,040
Net Appropriation		1,189,457	1,141,007	1,259,381	1,290,206	1,290,206



4.	Description	Fiscal	FTE
5%/10%/15% reductions for division submitted to the Governor			
5%	N/A		
10%	Increase receipts – support	\$125,938	
15%	Increase receipts - support	\$188,907	

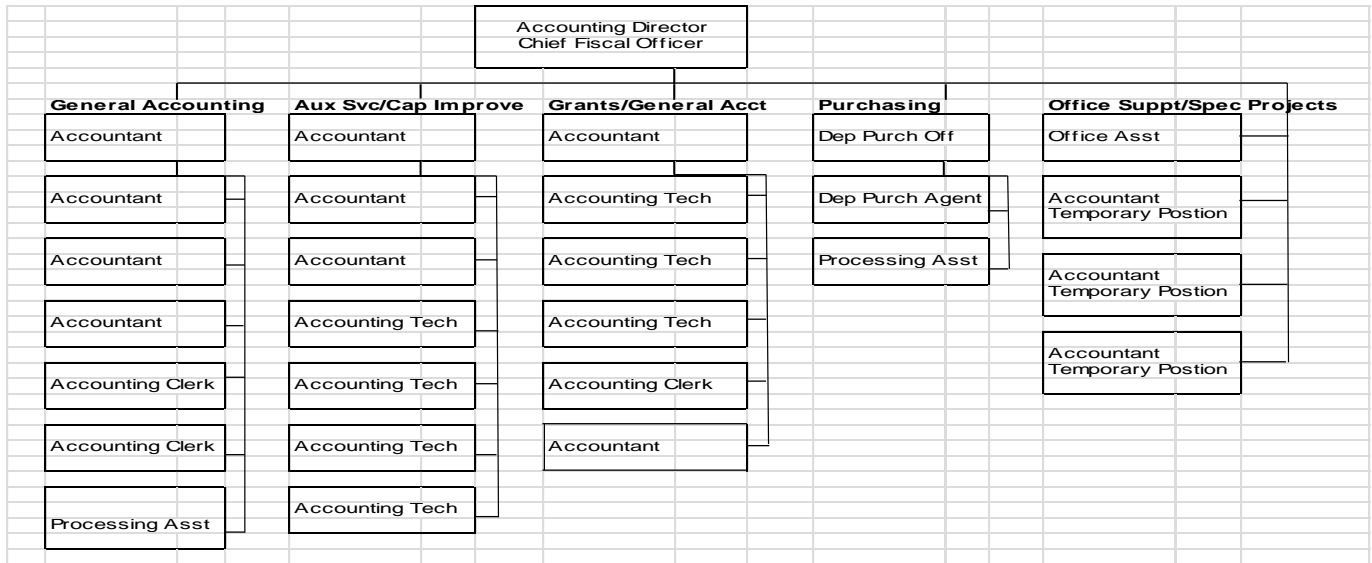
5. Governor's Budget: see 15% above

6. Position Summary: 25 positions + 3 temporaries

7. Vacancies from Beacon: 1

8. Retirement Eligibility 30 or more years: 3

9. Organization Chart



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1121 Department of Administration Fiscal Management

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	100,619	97,926	97,926	2,693	100,619	2,693	100,619
53 1211	SPA-REG SALARIES-APPRO	727,771	667,470	698,350	23,928	722,278	23,928	722,278
53 1212	SPA-REG SALARIES-RECPT	328,625	373,144	393,271	0	393,271	0	393,271
53 1311	REG(N S) TEMP WAGES-APPR	37,333	18,855	92,174	0	92,174	0	92,174
53 1411	OT PAY - APPROPRIATED	1,509	0	0	0	0	0	0
53 1421	HOLIDAY PAY - APPRO	-47	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	22,528	21,904	21,904	0	21,904	0	21,904
53 1462	EPA&SPA-LONGVTY PAY-REC	6,087	6,352	7,099	0	7,099	0	7,099
53 1511	SOCIAL SEC CONTRIB-APPRO	65,281	60,878	63,194	2,037	65,231	2,037	65,231
53 1512	SOCIAL SEC CONTRIB-RECPT	24,055	29,126	30,723	0	30,723	0	30,723
53 1521	REG RETIRE CONTRIB-APPRO	70,972	86,565	89,267	2,167	91,434	2,167	91,434
53 1522	REG RETIRE CONTRIB-RECPT	29,288	40,833	42,787	0	42,787	0	42,787
53 1561	MED INS CONTRIB-APPRO	73,784	76,821	80,978	0	80,978	0	80,978
53 1562	MED INS CONTRIB-RECPTS	31,460	42,770	42,865	0	42,865	0	42,865
53 1575	EMPLOYEE ASSISTANCE PROG	295	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	2,106	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	5,311	370	5,370	0	5,370	0	5,370
TOTAL PERSONAL SERVICES		1,526,977	1,523,014	1,665,908	30,825	1,696,733	30,825	1,696,733
53 2120	FINAN/AUDIT SERVICES	8,720	1,000	9,000	0	9,000	0	9,000
53 2144	PC/PRINTER SUPPORT SERV	24,791	22,374	25,000	0	25,000	0	25,000
53 2170	ADMIN SERVICES	1,030	0	1,200	0	1,200	0	1,200
53 2300	REPAIR SERVICES	419	1,540	1,740	0	1,740	0	1,740
53 2400	MAINTENANCE AGREEMENTS	4,368	2,571	4,400	0	4,400	0	4,400
53 2700	TRAVEL&OTHER EMPLOYEE EX	272	1,421	1,471	0	1,471	0	1,471
53 2800	COMMUNICATION&DATA PROC	33,047	64,487	51,233	0	51,233	0	51,233
53 2900	OTHER SERVICES	1,123	14,979	15,979	0	15,979	0	15,979
TOTAL PURCHASED SERVICES		73,770	108,372	110,023	0	110,023	0	110,023
53 3100	GENERAL ADMIN SUPPLIES	9,113	11,368	11,368	0	11,368	0	11,368
53 3700	RESEARCH/DEVELOP& ED SUP	35	29	93	0	93	0	93
53 3800	PURCHASES FOR RESALE	0	2,000	200	0	200	0	200
53 3900	OTHER MATERIALS & SUPPLI	18	100	100	0	100	0	100
TOTAL SUPPLIES		9,166	13,497	11,761	0	11,761	0	11,761
53 4500	EQUIPMENT	595	14,649	14,649	0	14,649	0	14,649
53 4700	INTANGIBLE ASSETS	0	255	255	0	255	0	255
TOTAL PROPERTY, PLANT & EQUIPMT		595	14,904	14,904	0	14,904	0	14,904

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1121 Department of Administration Fiscal Management

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 5600 ASSET & OTHER ADJUSTMENT	6	0	0	0	0	0	0	0
53 5800 OTHER ADMINISTRATIVE EXP	1,329	1,615	1,700	0	1,700	0	1,700	
53 5900 OTHER EXPENSES	0	125	125	0	125	0	125	
TOTAL OTHER EXPENSES & ADJUSTMEN	1,335	1,740	1,825	0	1,825	0	1,825	
TOTAL REQUIREMENTS	1,611,843	1,661,527	1,804,421	30,825	1,835,246	30,825	1,835,246	

ESTIMATED RECEIPTS

43 4134 PRINT/BIND DUP SVCS	8	0	0	0	0	0	0	0
43 4320 SALE OF EQUIPMENT	6	0	0	0	0	0	0	0
43 7117 REBATES	5	0	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REBATES	19	0	0	0	0	0	0	0
43 8104 TRANS 24102	0	7,882	0	0	0	0	0	0
43 8107 TRSFR 74100 AUX SERVICES	283,493	369,410	401,812	0	401,812	0	401,812	
43 8148 INTRA CODE TRSFR	138,534	143,028	143,028	0	143,028	0	143,028	
53 8308 COPIER REIMBURSEMENT	0	200	200	0	200	0	200	
53 8352 REFUND OF PRIOR YR EXPEN	321	0	0	0	0	0	0	0
TOTAL RECEIPTS	422,386	520,520	545,040	0	545,040	0	545,040	

NET APPROPRIATION	1,189,457	1,141,007	1,259,381	30,825	1,290,206	30,825	1,290,206	
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North Carolina Department of Administration
Human Resources Management

1. Statutory Authority

N/A

2. Major Responsibilities, Functions, and Recent Accomplishments

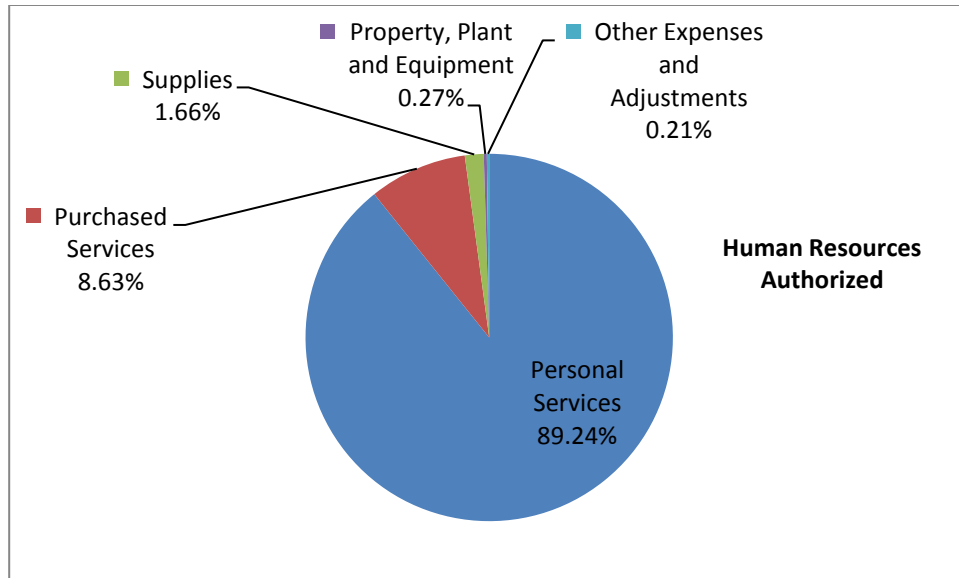
The Human Resources Management Office provides public personnel administration including employee selection and recruitment, position management, salary administration, training and development, employee and management relations, EEO/affirmative action guidance, occupational health and safety, and health benefits administration.

Recent Accomplishments

- **Optimized the Performance Management System** to focus on specific Strategic Plan measures, including cross-training and alignment with division goals, emphasizing measurement of individual performance through quantitative measures, including timeliness and/or costs savings.
- **Revised Separation Process** assigns and directs those responsible for internal control compliance and immediate update of HRM reports (org charts, vacancy tracking logs, etc.) as well as specific and time sensitive close-out procedures. Process also generates memo detailing the employee's benefits upon separation, along with respective contact information, thereby increasing efficiency and reducing follow-up inquiries to HRM.
- **Revamped Employee Orientation** to increase efficiency, reduce employee time away from job site (former two-day program reduced to four hours), reduce paper and ensure a better understanding of policy. Includes a self-directed study guide is provided for advance review and web conferencing option to facilitate distance training.

3. Fiscal Information

Personnel		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1122		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	558,618	668,204	757,732	777,043	777,043
Purchased Services	532XXX	20,357	48,753	73,275	73,275	73,275
Supplies	533XXX	7,085	14,437	14,058	14,058	14,058
Property, Plant and Equipment	534XXX	351	2,274	2,274	2,274	2,274
Other Expenses and Adjustments	535XXX	640	1,345	1,745	1,745	1,745
Total Expenditures		587,051	735,013	849,084	868,395	868,395
Total Receipts		218	71,670	71,670	71,670	71,670
Net Appropriation		586,833	663,343	777,414	796,725	796,725



4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	Reduce operating cost	\$38,871	N/A
10%	Reduce operating cost	\$77,741	N/A
15%	Reduce operating cost	\$116,612	N/A

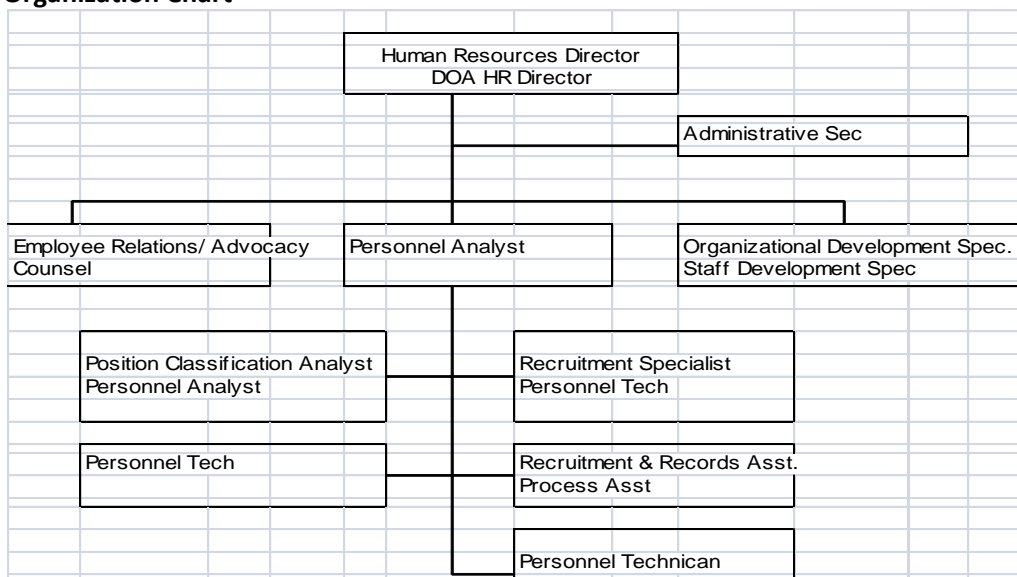
5. Governor's Budget: see 15% above

6. Position Summary: 10 positions

7. Vacancies from Beacon: none

8. Retirement Eligibility 30 or more years: none

9. Organization Chart



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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1122 Department of Administration Personnel

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
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REQUIREMENTS

53 1111	EPA-REG SALARIES-APPRO	73,450	94,420	94,420	2,597	97,017	2,597	97,017
53 1211	SPA-REG SALARIES-APPRO	357,436	355,331	428,097	14,080	442,177	14,080	442,177
53 1212	SPA-REG SALARIES-RECPT	0	55,311	55,311	0	55,311	0	55,311
53 1411	OT PAY - APPROPRIATED	21	0	0	0	0	0	0
53 1421	HOLIDAY PAY - APPRO	104	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	12,054	16,786	16,786	0	16,786	0	16,786
53 1511	SOCIAL SEC CONTRIB-APPRO	32,730	35,620	41,187	1,276	42,463	1,276	42,463
53 1512	SOCIAL SEC CONTRIB-RECPT	0	4,231	4,231	0	4,231	0	4,231
53 1521	REG RETIRE CONTRIB-APPRO	37,738	50,794	57,162	1,358	58,520	1,358	58,520
53 1522	REG RETIRE CONTRIB-RECPT	0	5,813	5,813	0	5,813	0	5,813
53 1561	MED INS CONTRIB-APPRO	43,878	43,887	48,414	0	48,414	0	48,414
53 1562	MED INS CONTRIB-RECPTS	0	5,916	5,916	0	5,916	0	5,916
53 1575	EMPLOYEE ASSISTANCE PROG	104	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	881	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	205	95	295	0	295	0	295
53 1632	WRKER COMP-TEMP DIS PAYM	17	0	100	0	100	0	100
TOTAL PERSONAL SERVICES		558,618	668,204	757,732	19,311	777,043	19,311	777,043
53 2140	INFORMATN TECHNOLOGY SVC	0	1,000	1,000	0	1,000	0	1,000
53 2144	PC/PRINTER SUPPORT SERV	9,813	13,366	13,166	0	13,166	0	13,166
53 2150	ACADEMIC SERVICES	0	0	24,543	0	24,543	0	24,543
53 2170	ADMIN SERVICES	170	0	200	0	200	0	200
53 2181	SEMINARS	0	800	800	0	800	0	800
53 2185	WASTE REM/RECY SER AGREE	0	200	200	0	200	0	200
53 2199	MISC CONTRACTUAL SERVICE	0	4,300	4,300	0	4,300	0	4,300
53 2300	REPAIR SERVICES	0	1,110	1,110	0	1,110	0	1,110
53 2400	MAINTENANCE AGREEMENTS	2,061	2,300	2,700	0	2,700	0	2,700
53 2500	RENTALS/LEASES	0	100	100	0	100	0	100
53 2700	TRAVEL&OTHER EMPLOYEE EX	271	502	502	0	502	0	502
53 2800	COMMUNICATION&DATA PROC	7,380	22,745	22,324	0	22,324	0	22,324
53 2900	OTHER SERVICES	662	2,330	2,330	0	2,330	0	2,330
TOTAL PURCHASED SERVICES		20,357	48,753	73,275	0	73,275	0	73,275
53 3100	GENERAL ADMIN SUPPLIES	6,947	8,306	8,427	0	8,427	0	8,427
53 3200	FACILITY & HARDWARD SUPP	0	400	400	0	400	0	400
53 3600	DRUGS/PHARMACEUTICAL SUP	0	537	537	0	537	0	537
53 3700	RESEARCH/DEVELOP& ED SUP	0	1,894	1,894	0	1,894	0	1,894
53 3900	OTHER MATERIALS & SUPPLI	138	3,300	2,800	0	2,800	0	2,800
TOTAL SUPPLIES		7,085	14,437	14,058	0	14,058	0	14,058

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14100 Department of Administration - General

1122 Department of Administration Personnel

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CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 4500 EQUIPMENT	351	1,574	1,574	0	1,574	0	1,574
53 4700 INTANGIBLE ASSETS	0	700	700	0	700	0	700
TOTAL PROPERTY, PLANT & EQUIPMT	351	2,274	2,274	0	2,274	0	2,274
53 5600 ASSET & OTHER ADJUSTMENT	10	0	0	0	0	0	0
53 5800 OTHER ADMINISTRATIVE EXP	627	390	790	0	790	0	790
53 5900 OTHER EXPENSES	3	955	955	0	955	0	955
TOTAL OTHER EXPENSES & ADJUSTMEN	640	1,345	1,745	0	1,745	0	1,745
TOTAL REQUIREMENTS	587,051	735,013	849,084	19,311	868,395	19,311	868,395

ESTIMATED RECEIPTS

43 4134 PRINT/BIND DUP SVCS	12	0	0	0	0	0	0
43 4320 SALE OF EQUIPMENT	10	0	0	0	0	0	0
43 5600 REGISTRATION FEES	0	400	400	0	400	0	400
43 7127 PROCUREMENT CARD REBATES	11	0	0	0	0	0	0
43 8107 TRSFR 74100 AUX SERVICES	0	71,270	71,270	0	71,270	0	71,270
53 8352 REFUND OF PRIOR YR EXPEN	185	0	0	0	0	0	0
TOTAL RECEIPTS	218	71,670	71,670	0	71,670	0	71,670
NET APPROPRIATION	586,833	663,343	777,414	19,311	796,725	19,311	796,725

North Carolina Department of Administration
Management Information Systems

1. Statutory Authority
N/A

2. Major Responsibilities, Functions, and Recent Accomplishments

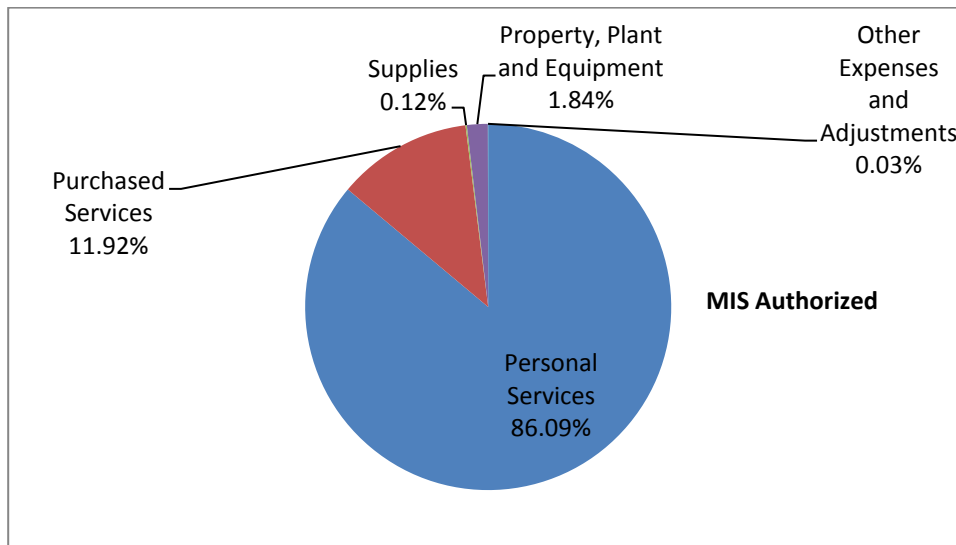
The Management Information Systems Division designs, develops, and implements automated solutions for all divisions within DOA, and provides maintenance support. To carry out this responsibility, it researches application development technology, conducts feasibility studies, develops the business requirements with the division/client, reengineers the business processes, determines whether to purchase a system or develop the system in-house, develops and writes computer systems/programs to implement business requirements, and then subsequently maintains the applications, and trains staff in the use of the newly implemented technology and systems. The Division also designs, develops and implements web pages for all divisions. MIS also provides technical support for DOA users experiencing problems with NCID or NC Mail.

Recent Accomplishments

- Modified and supported statewide and smaller systems to **support Executive Orders and DOA's strategic initiatives**, including:
 - Developed screens for reporting requirements for **EO50** and provided data feeds to **NC OpenBook**.
 - Developed requirements, reviewed vendor proposals and successfully implemented a new **State Parking System**, which includes numerous additional functions for delivering parking to employees and (in Phase 2) reduce data entry by Payroll Coordinators.
 - Designed and developed an automated **State Construction Project Management and Change Order** process to replace the labor intensive manual process to increase efficiency of the process and reduced design review timeframe.
 - Created agency reports for **Underutilized Motor Fleet vehicles** to better track utilization and realized potential cost reductions. Assisted in the development of training for the new agency Vehicle Coordinators.
 - Developed requirements for a **USPS mailing system** to allow the Mail Service Center to take advantage of new USPS rates and thus reduce mailing costs.
 - Assisted Facility Management with new **Customer Work Request** system in July 2010 to increase the efficiency and reduce the cost of processing these requests.
 - Completed changes to the Interactive Purchasing Systems (IPS) to support HUB Statewide Uniform Certification (SWUC) which included creating a download process for other government entities of approved HUB vendors and feeding data to the eProcurement system so that they have valid SWUC vendors.
 - Developed process with OSC and Fiscal Management to automate the entry of paid invoices into NCAS. This allows invoices not to have to be entered in the Motor Fleet System and NCAS.

3. Fiscal Information

MIS		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1241		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	805,108	915,949	1,006,735	1,022,137	1,022,137
Purchased Services	532XXX	84,016	150,261	139,436	139,436	139,436
Supplies	533XXX	179	1,348	1,348	1,348	1,348
Property, Plant and Equipment	534XXX	18,736	10,667	21,492	21,492	21,492
Other Expenses and Adjustments	535XXX	186	329	329	329	329
Intragovernmental Transfers	538XXX					
Total Expenditures		908,225	1,078,554	1,169,340	1,184,742	1,184,742
Total Receipts		185,918	282,844	373,606	373,606	373,606
Net Appropriation		722,307	795,710	795,734	811,136	811,136



4. 5%/10%/15% reductions for division submitted to the Governor

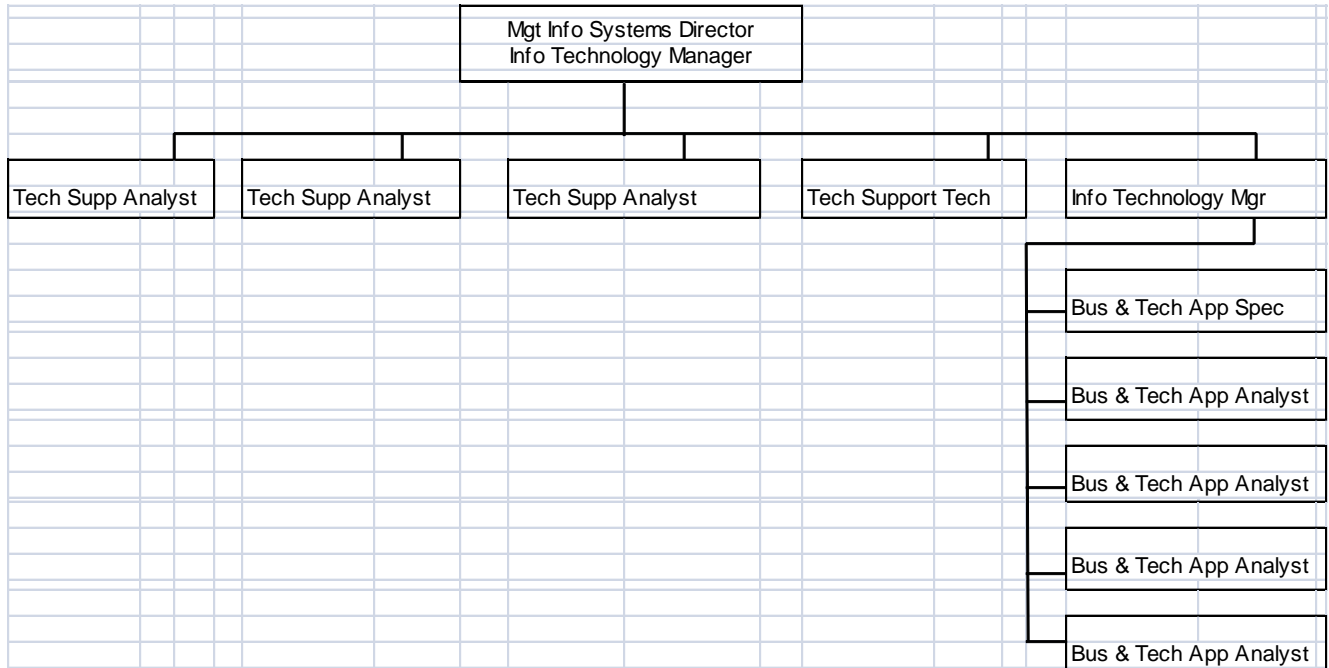
5. Governor's Budget: N/A

6. Position Summary: 11

7. Vacancies from Beacon: none

8. Retirement Eligibility 30 or more years: none
Retirement Eligibility within 3 years: 1

9. Organization Chart



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1241 Management Information Systems

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	88,715	86,341	86,341	2,374	88,715	2,374	88,715
53 1211	SPA-REG SALARIES-APPRO	415,751	406,570	406,594	10,927	417,521	10,927	417,521
53 1212	SPA-REG SALARIES-RECPT	143,971	201,655	274,641	0	274,641	0	274,641
53 1421	HOLIDAY PAY - APPRO	106	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	8,155	7,145	7,145	0	7,145	0	7,145
53 1462	EPA&SPA-LONGVTY PAY-REC	3,923	5,475	5,475	0	5,475	0	5,475
53 1511	SOCIAL SEC CONTRIB-APPRO	37,546	38,140	38,140	1,018	39,158	1,018	39,158
53 1512	SOCIAL SEC CONTRIB-RECPT	10,861	15,855	21,440	0	21,440	0	21,440
53 1521	REG RETIRE CONTRIB-APPRO	43,825	53,656	53,656	1,083	54,739	1,083	54,739
53 1522	REG RETIRE CONTRIB-RECPT	11,953	22,270	29,942	0	29,942	0	29,942
53 1561	MED INS CONTRIB-APPRO	29,582	41,254	41,254	0	41,254	0	41,254
53 1562	MED INS CONTRIB-RECPTS	9,649	37,588	42,107	0	42,107	0	42,107
53 1575	EMPLOYEE ASSISTANCE PROG	109	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	962	0	0	0	0	0	0
TOTAL PERSONAL SERVICES		805,108	915,949	1,006,735	15,402	1,022,137	15,402	1,022,137
53 2140	INFORMATN TECHNOLOGY SVC	0	400	400	0	400	0	400
53 2144	PC/PRINTER SUPPORT SERV	11,295	14,068	14,068	0	14,068	0	14,068
53 2199	MISC CONTRACTUAL SERVICE	0	2,250	2,250	0	2,250	0	2,250
53 2400	MAINTENANCE AGREEMENTS	468	1,227	1,227	0	1,227	0	1,227
53 2700	TRAVEL&OTHER EMPLOYEE EX	0	1,065	1,065	0	1,065	0	1,065
53 2800	COMMUNICATION&DATA PROC	72,216	129,733	118,908	0	118,908	0	118,908
53 2900	OTHER SERVICES	37	1,518	1,518	0	1,518	0	1,518
TOTAL PURCHASED SERVICES		84,016	150,261	139,436	0	139,436	0	139,436
53 3100	GENERAL ADMIN SUPPLIES	179	1,298	1,298	0	1,298	0	1,298
53 3900	OTHER MATERIALS & SUPPLI	0	50	50	0	50	0	50
TOTAL SUPPLIES		179	1,348	1,348	0	1,348	0	1,348
53 4500	EQUIPMENT	0	2,492	2,492	0	2,492	0	2,492
53 4700	INTANGIBLE ASSETS	18,736	8,175	19,000	0	19,000	0	19,000
TOTAL PROPERTY, PLANT & EQUIPMT		18,736	10,667	21,492	0	21,492	0	21,492
53 5600	ASSET & OTHER ADJUSTMENT	16	0	0	0	0	0	0
53 5800	OTHER ADMINISTRATIVE EXP	170	229	229	0	229	0	229
53 5900	OTHER EXPENSES	0	100	100	0	100	0	100
TOTAL OTHER EXPENSES & ADJUSTMEN		186	329	329	0	329	0	329

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14100 Department of Administration - General

1241 Management Information Systems

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CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
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TOTAL REQUIREMENTS		908,225	1,078,554	1,169,340	15,402	1,184,742	15,402	1,184,742
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ESTIMATED RECEIPTS

43 4320 SALE OF EQUIPMENT	16	0	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REBATES	6	0	0	0	0	0	0	0
43 8102 TRSFR 24100 SPECIAL FUND	2,418	16,340	16,340	0	16,340	0	16,340	16,340
43 8104 TRANS 24102	0	272	272	0	272	0	272	272
43 8107 TRSFR 74100 AUX SERVICES	183,478	241,598	332,360	0	332,360	0	332,360	332,360
43 8144 TRSFR FROM BC40401 LAND	0	17,786	17,786	0	17,786	0	17,786	17,786
43 8148 INTRA CODE TRSFR	0	6,848	6,848	0	6,848	0	6,848	6,848

TOTAL RECEIPTS		185,918	282,844	373,606	0	373,606	0	373,606
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NET APPROPRIATION		722,307	795,710	795,734	15,402	811,136	15,402	811,136
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North Carolina Department of Administration
Agency for Public Telecommunications

1. Statutory Authority

§ 143B-426.9 – 143B-426.20

2. Major Responsibilities, Functions, and Recent Accomplishments

APT provides information and media services, policy advice, telecommunications leadership and innovation to agencies of government in order to improve transparency and access to government proceedings and services, stimulate and increase citizen participation in and interaction with government, and enhance efficiency in North Carolina's government. It does this by producing live, public affairs call-in programs and distributing them via satellite to NC cable systems and live over the internet; by serving as the central media production facility for state government, offering a full range of audio/video production options; and providing audio and video conferencing services to other public agencies for staff development and increased governmental efficiency and productivity. For more than 30 years, APT has used a variety of cost-effective and efficient communications technologies to reach citizens and businesses with information about government services and programs. APT provides other agencies with a high level of expertise on how best to use communications technologies so they don't need to have that sort of expertise on their own staff and instead, they can concentrate on their core mission.

Programs within APT:

- OPEN/net
- Creative Services and Media Placement
- State Web Portal

Recent Accomplishments

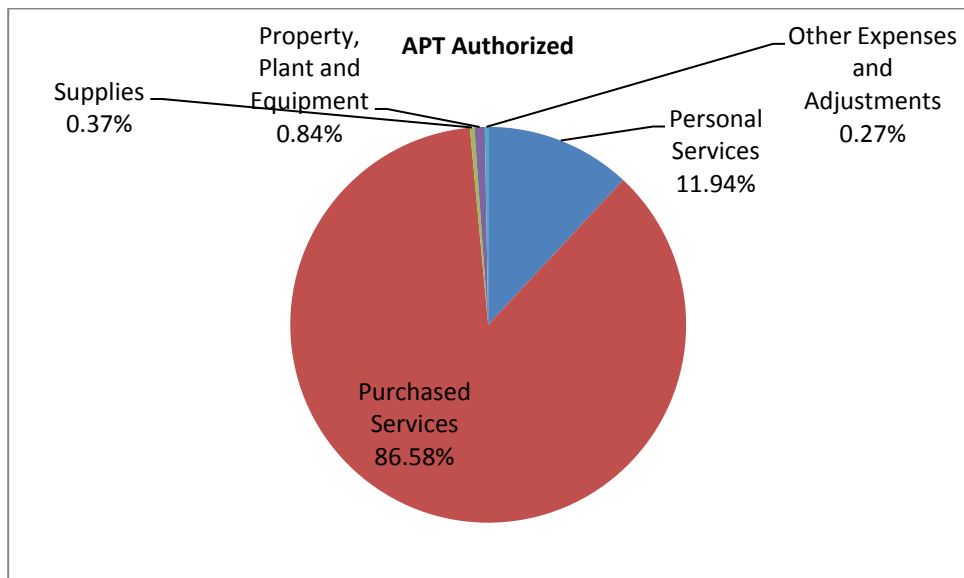
- Expertise of professional staff translated into **leveraged value for tight marketing budgets**. In one campaign, APT stretched the client's paid media and PR budget of \$219,800 and got an additional \$500,000 worth of added value.
- Through **teleconferencing**, APT reached more than 5,000 viewing locations (ranging from a single desktop to large conference rooms) at a cost of \$34,000 in 2010. A conservative cost analysis for 2,500 people traveling 70 miles round trip in a state car to attend these meetings in person exceeds \$60,000 -- not including any additional expenses, longer trips, per diem and the costs of lost productivity.

3. Fiscal Information

The vast majority of the receipts APT receives pass through the APT budget to cover outside costs, such as paying media outlets, contractors, and satellite distributors. For every dollar APT invoices, approximately 10% is retained by the Agency to cover receipts-based staff costs, a portion of OPEN/net costs and other activities.

Telecommunications Office - APT Fund 1264		2009-2010 Actual	2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Personal Services	531XXX	801,629	912,907	919,704	934,730	934,730
Purchased Services	532XXX	3,191,412	4,151,394	6,649,794	6,649,794	6,649,794
Supplies	533XXX	10,818	26,686	28,286	28,286	28,286
Property, Plant and Equipment	534XXX	18,235	64,672	64,672	64,672	64,672
Other Expenses and Adjustments	535XXX	2,261	21,000	21,000	21,000	21,000
Intragovernmental Transfers	538XXX	500,000	-	-		
Total Expenditures		4,524,355	5,176,659	7,683,456	7,698,482	7,698,482
Total Receipts		3,890,068	4,565,959	7,065,959	7,065,959	7,065,959
Net Appropriation		634,287	610,700	617,497	632,523	632,523

AJ Fletcher- Education Budget 24102 Fund 2229		2009-2010 Actual	2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Personal Services	531XXX					
Purchased Services	532XXX	16,200	-	20,000		
Supplies	533XXX					
Property, Plant and Equipment	534XXX					
Other Expenses and Adjustments	535XXX					
Intragovernmental Transfers	538XXX					
Total Expenditures		16,200	-	20,000		
Total Receipts		39,600		20,000		
Change in Fund Balance		23,400		-		



4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	N/A		
10%	N/A		
15%	Require division to be fully receipts-supported	\$617,497	7.71

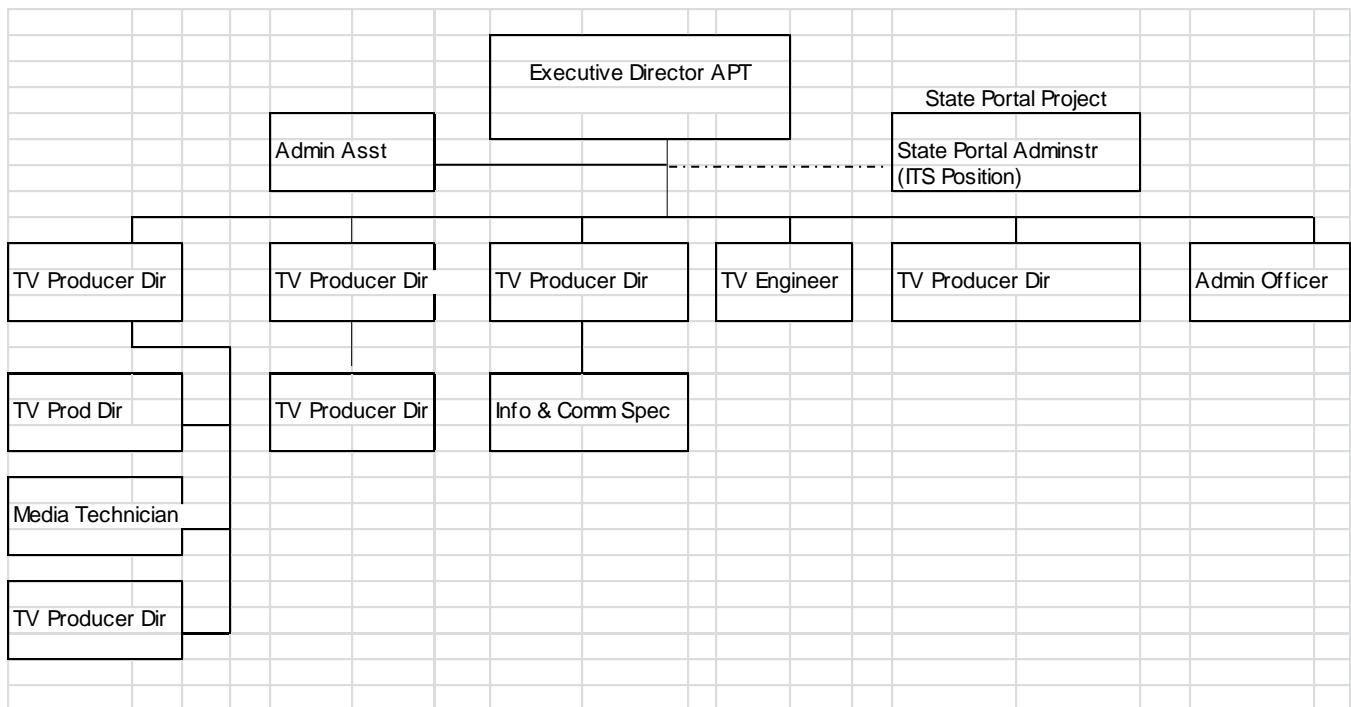
5. Governor's Budget: Same as 15% submission above

6. Position Summary: 13 (and 1 ITS staff person serving as portal content)

7. Vacancies, based on Beacon: 2

8. Retirement Eligibility 30 years or more: 1

9. Organization Chart



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1264 Telecommunications Office

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	92,356	89,884	89,884	2,472	92,356	2,472	92,356
53 1211	SPA-REG SALARIES-APPRO	340,650	325,091	330,961	10,504	341,465	10,504	341,465
53 1212	SPA-REG SALARIES-RECPT	159,374	219,342	219,342	0	219,342	0	219,342
53 1311	REG(N S) TEMP WAGES-APPR	44,884	72,677	72,677	0	72,677	0	72,677
53 1411	OT PAY - APPROPRIATED	255	500	500	0	500	0	500
53 1412	OT PAY - RECEIPTS	19	0	0	0	0	0	0
53 1421	HOLIDAY PAY - APPRO	49	100	100	0	100	0	100
53 1422	HOLIDAY PAY - RECEIPTS	20	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	7,963	9,283	9,283	0	9,283	0	9,283
53 1462	EPA&SPA-LONGVTY PAY-REC	596	596	596	0	596	0	596
53 1511	SOCIAL SEC CONTRIB-APPRO	35,129	37,181	37,630	993	38,623	993	38,623
53 1512	SOCIAL SEC CONTRIB-RECPT	11,133	16,830	16,830	0	16,830	0	16,830
53 1521	REG RETIRE CONTRIB-APPRO	38,589	46,285	46,763	1,057	47,820	1,057	47,820
53 1522	REG RETIRE CONTRIB-RECPT	14,001	23,520	23,520	0	23,520	0	23,520
53 1561	MED INS CONTRIB-APPRO	35,275	40,892	40,892	0	40,892	0	40,892
53 1562	MED INS CONTRIB-RECPTS	18,667	30,015	30,015	0	30,015	0	30,015
53 1572	UNEMP COMP PAYMNTS TO ES	1,194	211	211	0	211	0	211
53 1575	EMPLOYEE ASSISTANCE PROG	211	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	1,249	0	0	0	0	0	0
53 1651	COMPENSATION TO BOARD ME	15	500	500	0	500	0	500
TOTAL PERSONAL SERVICES		801,629	912,907	919,704	15,026	934,730	15,026	934,730
53 2140	INFORMATN TECHNOLOGY SVC	4,653	1,046	4,700	0	4,700	0	4,700
53 2144	PC/PRINTER SUPPORT SERV	13,766	12,070	13,800	0	13,800	0	13,800
53 2170	ADMIN SERVICES	549	1,372	5,975	0	5,975	0	5,975
53 2191	DUAL EMP PAY TO AGENCY	0	1,367	1,367	0	1,367	0	1,367
53 2199	MISC CONTRACTUAL SERVICE	281,970	277,987	283,000	0	283,000	0	283,000
53 2300	REPAIR SERVICES	2,957	14,196	14,196	0	14,196	0	14,196
53 2400	MAINTENANCE AGREEMENTS	12,346	2,600	13,000	0	13,000	0	13,000
53 2500	RENTALS/LEASES	325	8,722	8,722	0	8,722	0	8,722
53 2700	TRAVEL&OTHER EMPLOYEE EX	3,086	13,200	13,500	0	13,500	0	13,500
53 2800	COMMUNICATION&DATA PROC	2,865,268	3,808,363	6,281,029	0	6,281,029	0	6,281,029
53 2900	OTHER SERVICES	6,492	10,471	10,505	0	10,505	0	10,505
TOTAL PURCHASED SERVICES		3,191,412	4,151,394	6,649,794	0	6,649,794	0	6,649,794
53 3100	GENERAL ADMIN SUPPLIES	5,174	11,461	13,061	0	13,061	0	13,061
53 3200	FACILITY & HARDWARD SUPP	0	1,100	1,100	0	1,100	0	1,100
53 3700	RESEARCH/DEVELOP& ED SUP	0	125	125	0	125	0	125
53 3900	OTHER MATERIALS & SUPPLI	5,644	14,000	14,000	0	14,000	0	14,000

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14100 Department of Administration - General

1264 Telecommunications Office

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CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

TOTAL SUPPLIES		10,818	26,686	28,286	0	28,286	0	28,286
53 4500 EQUIPMENT		18,235	62,100	62,100	0	62,100	0	62,100
53 4700 INTANGIBLE ASSETS		0	2,572	2,572	0	2,572	0	2,572
TOTAL PROPERTY, PLANT & EQUIPMT		18,235	64,672	64,672	0	64,672	0	64,672
53 5100 LEGAL, LICENSE & PERMIT CST		600	12,000	12,000	0	12,000	0	12,000
53 5800 OTHER ADMINISTRATIVE EXP		1,661	4,000	4,000	0	4,000	0	4,000
53 5900 OTHER EXPENSES		0	5,000	5,000	0	5,000	0	5,000
TOTAL OTHER EXPENSES & ADJUSTMEN		2,261	21,000	21,000	0	21,000	0	21,000
53 8990 TRSFR TO SUBSEQUENT YEAR		500,000	0	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT		500,000	0	0	0	0	0	0
TOTAL REQUIREMENTS		4,524,355	5,176,659	7,683,456	15,026	7,698,482	15,026	7,698,482

ESTIMATED RECEIPTS

43 4131 TELEPHONE/TELECOM SVC		3,452,356	4,565,959	7,065,959	0	7,065,959	0	7,065,959
43 7113 INSURANCE RECOVERIES		831	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REBATES		89	0	0	0	0	0	0
53 8352 REFUND OF PRIOR YR EXPEN		1,792	0	0	0	0	0	0
43 8990 PRIOR YEAR CARRYFORWARD		435,000	0	0	0	0	0	0
TOTAL RECEIPTS		3,890,068	4,565,959	7,065,959	0	7,065,959	0	7,065,959
NET APPROPRIATION		634,287	610,700	617,497	15,026	632,523	15,026	632,523

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

AWG

ATTACHMENT 4

4100 - PAGE 4/ 1,362
24102 Department of Administration - Special Unbudgeted Revenue 20:57:36 02/09/11
2229 AJ Fletcher - Education

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 2800 COMMUNICATION&DATA PROC	16,200	0	20,000	0	20,000	0	20,000
TOTAL PURCHASED SERVICES	16,200	0	20,000	0	20,000	0	20,000
TOTAL REQUIREMENTS	16,200	0	20,000	0	20,000	0	20,000

ESTIMATED RECEIPTS

43 2430 FOUNDATION GRANTS	39,600	0	20,000	0	20,000	0	20,000
TOTAL RECEIPTS	39,600	0	20,000	0	20,000	0	20,000
CHANGE IN FUND BALANCE	23,400	0	0	0	0	0	0

North Carolina Department of Administration
Division of Veterans Affairs

1. Statutory Authority

§165-45 through 55
§65-41 through 43-6
§165-19 through 22.1 (Article 5)
§165-1
§165-6.
§143B-400

2. Major Responsibilities, Functions, and Recent Accomplishments

The Division of Veteran Affairs assists veterans and their families with efficient and quality services to ensure full participation in all benefits programs by eligible clientele (e.g., by filing claims for all federal, state, and local benefits); training, assisting, and assisting County Veterans Service Officers; administers the state program of scholarships for children of veterans as provided by law; and provides Nursing Home Care and burial plots.

Recent Accomplishments

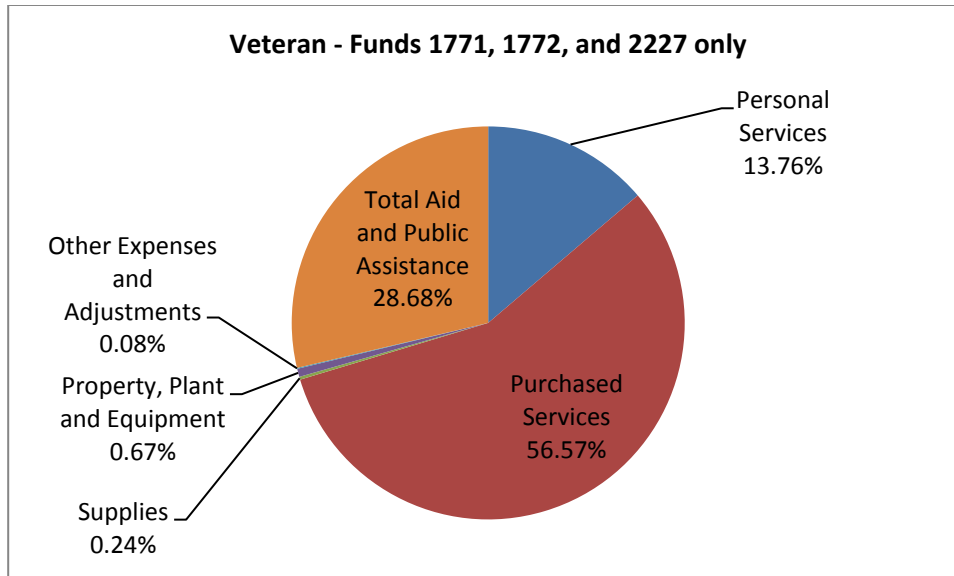
- In the State's Nursing Home Programs:
 - Began construction on two new state nursing homes in Black Mountain and Kinston, which are both approximately 30% complete.
 - Fayetteville Nursing Home received a 5-Star rating – best rating possible
 - Bronze award from National Association of Health Care
 - Access to Skype Program for veterans – committed to Caring Challenge – veterans able to see their grandchildren serving in the military overseas.
- With our District Offices, 5,960 claims for benefits were filed, and the ratio of claims granted to claims filed is 64%. In addition, 19,256 phone and email contacts were made with the 100 counties providing assistance to County Service Officers
- Scholarship Program awarded over 370 scholarships

3. Fiscal Information

Veterans Affairs-Administration		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1771		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	3,666,409	4,071,269	3,811,400	3,920,527	3,920,527
Purchased Services	532XXX	481,527	483,434	496,626	496,626	496,626
Supplies	533XXX	38,931	42,383	39,791	39,791	39,791
Property, Plant and Equipment	534XXX	17,277	7,473	6,673	6,673	6,673
Other Expenses and Adjustments	535XXX	2,512	2,500	2,700	2,700	2,700
Total Aid and Public Assistance		8,260,991	9,342,025	9,342,025	9,342,025	9,342,025
Intragovernmental Transfers	538XXX	600,000				
Total Expenditures		13,067,647	13,949,084	13,699,215	13,808,342	13,808,342
Total Receipts		7,122,290	6,863,217	6,534,740	6,534,740	6,534,740
Net Appropriation		5,945,357	7,085,867	7,164,475	7,273,602	7,273,602

State Veteran's Home Program		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1772		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	209,846	266,948	306,290	306,290	306,290
Purchased Services	532XXX	17,728,715	17,890,439	17,901,985	25,836,610	23,059,720
Supplies	533XXX	19,147	44,254	32,708	32,708	32,708
Property, Plant and Equipment	534XXX	86,692	180,300	180,300	180,300	180,300
Other Expenses and Adjustments	535XXX	8,482	13,382	17,453	17,453	17,453
Total Aid and Public Assistance						
Intragovernmental Transfers	538XXX					
Total Expenditures		18,052,882	18,395,323	18,438,736	26,373,361	23,596,471
Total Receipts		18,049,246	18,399,394	18,438,736	26,373,361	26,373,361
Net Appropriation		3,636	(4,071)	-		

Veteran's Burial		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Budget 24102 Fund 2227		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	301,373	-	365,708	365,708	365,708
Purchased Services	532XXX	30,030	19,567	30,830	30,830	30,830
Supplies	533XXX	2,358	4,643	4,643	4,643	4,643
Property, Plant and Equipment	534XXX	-	53,564	31,752	31,752	31,752
Other Expenses and Adjustments	535XXX	205	9,175	5,000	5,000	5,000
Intragovernmental Transfers	538XXX	-	205,644	-		
Total Expenditures		333,966	292,593	437,933	437,933	437,933
Total Receipts		302,236	292,593	302,593	302,593	302,593
Change in Fund Balance		(31,730)		(135,340)	(135,340)	(135,340)



The following are the trust funds (not included in above) which are transferred for nursing home operations.

NC Veterans Home Fayetteville Budget 64XXX (Trust) Fund 6771		2009-2010 Actual	2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Intragovernmental Transfers	538XXX	10,724,803	10,466,582	10,966,582	10,966,582	10,966,582
Total Expenditures		10,724,803	10,466,582	10,966,582	10,966,582	10,966,582
Total Receipts		14,557,857	10,466,582	10,966,582	10,966,582	10,966,582
Change in Fund Balance		3,833,054		-		
NC Veterans Home Salisbury Budget 64XXX (Trust) Fund 6773		2009-2010 Actual	2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Intragovernmental Transfers	538XXX	8,050,525	7,844,414	8,344,414	8,344,414	8,344,414
Total Expenditures		8,050,525	7,844,414	8,344,414	8,344,414	8,344,414
Total Receipts		9,348,013	7,844,414	8,344,414	8,344,414	8,344,414
Change in Fund Balance		1,297,488		-		

4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	Reduce/realign Veterans Affairs Class 1-B Scholarships	\$500,000	N/A
10%	Reduce/realign Veterans Affairs Class 1-B Scholarships	\$500,000	N/A
15%	Reduce/realign Veterans Affairs Class 1-B Scholarships	\$500,000	N/A
	Description	Fiscal	FTE
5%	Eliminate Aid to Counties	\$188,000	N/A
10%	Eliminate Aid to Counties	\$188,000	N/A
15%	Eliminate Aid to Counties	\$188,000	N/A
	Description	Fiscal	FTE
5%	Eliminate IT position/absorb functions by MIS staff	\$62,136	1.0
10%	Eliminate IT position/absorb functions by MIS staff	\$62,136	1.0
15%	Eliminate IT position/absorb functions by MIS staff	\$62,136	1.0

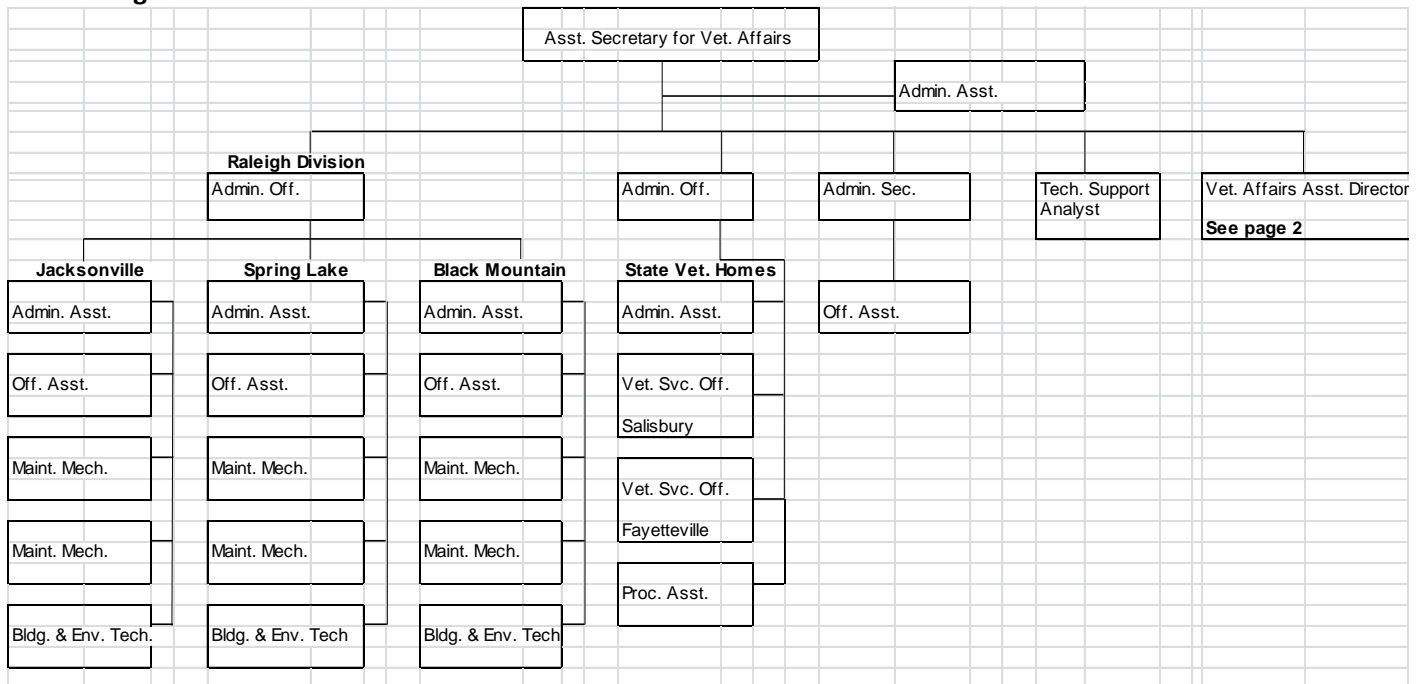
5. Governor's Budget: Same as above

6. Position Summary: 76 appropriated and 15 receipts supported

7. Vacancies from Beacon: 3 appropriations and 2 receipts supported positions vacant

8. Retirement Eligibility 30 or more years: 8

9. Organization Chart



BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General

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1771 Veterans Affairs - Administration

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	89,590	87,192	87,192	2,398	89,590	2,398	89,590
53 1211	SPA-REG SALARIES-APPRO	2,723,264	2,644,681	2,660,269	91,847	2,752,116	91,847	2,752,116
53 1212	SPA-REG SALARIES-RECPT	0	247,195	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	52,732	64,118	65,274	0	65,274	0	65,274
53 1462	EPA&SPA-LONGVTY PAY-REC	0	1,156	0	0	0	0	0
53 1511	SOCIAL SEC CONTRIB-APPRO	213,250	222,129	223,423	7,210	230,633	7,210	230,633
53 1512	SOCIAL SEC CONTRIB-RECPT	0	19,005	0	0	0	0	0
53 1521	REG RETIRE CONTRIB-APPRO	243,064	291,165	297,477	7,672	305,149	7,672	305,149
53 1522	REG RETIRE CONTRIB-RECPT	0	26,670	0	0	0	0	0
53 1561	MED INS CONTRIB-APPRO	296,683	382,892	387,978	0	387,978	0	387,978
53 1562	MED INS CONTRIB-RECPTS	0	45,827	0	0	0	0	0
53 1572	UNEMP COMP PAYMNTS TO ES	11,258	0	0	0	0	0	0
53 1575	EMPLOYEE ASSISTANCE PROG	906	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	2,853	0	0	0	0	0	0
53 1627	ST DISABILITY PMT-APPRO	1,121	1,000	1,000	0	1,000	0	1,000
53 1631	WRKER COMP-MED PAYMENTS	3,581	10,490	41,380	0	41,380	0	41,380
53 1632	WRKER COMP-TEMP DIS PAYM	27,552	25,249	44,907	0	44,907	0	44,907
53 1641	INMATE LABOR	0	1,000	1,000	0	1,000	0	1,000
53 1651	COMPENSATION TO BOARD ME	555	1,500	1,500	0	1,500	0	1,500
TOTAL PERSONAL SERVICES		3,666,409	4,071,269	3,811,400	109,127	3,920,527	109,127	3,920,527
53 2140	INFORMATN TECHNOLOGY SVC	3,769	282	3,800	0	3,800	0	3,800
53 2143	LAN SUPPORT SERVICES	0	3,265	1,270	0	1,270	0	1,270
53 2144	PC/PRINTER SUPPORT SERV	7,986	6,720	7,986	0	7,986	0	7,986
53 2170	ADMIN SERVICES	323	1,055	1,055	0	1,055	0	1,055
53 2184	JANITORIAL SER AGREEMENT	3,420	2,750	3,420	0	3,420	0	3,420
53 2185	WASTE REM/RECY SER AGREE	436	0	437	0	437	0	437
53 2186	SECURITY SERVICES	263	1,162	264	0	264	0	264
53 2188	LAWNS & GROUNDS SERV AGR	0	7,143	4,000	0	4,000	0	4,000
53 2199	MISC CONTRACTUAL SERVICE	520	375	520	0	520	0	520
53 2200	UTILITY/ENERGY SERVICES	12,174	15,800	15,800	0	15,800	0	15,800
53 2300	REPAIR SERVICES	8,580	7,747	8,850	0	8,850	0	8,850
53 2400	MAINTENANCE AGREEMENTS	6,131	3,841	6,200	0	6,200	0	6,200
53 2500	RENTALS/LEASES	247,951	250,964	248,195	0	248,195	0	248,195
53 2700	TRAVEL&OTHER EMPLOYEE EX	83,949	78,234	88,526	0	88,526	0	88,526
53 2800	COMMUNICATION&DATA PROC	94,245	87,132	94,303	0	94,303	0	94,303
53 2900	OTHER SERVICES	11,780	16,964	12,000	0	12,000	0	12,000
TOTAL PURCHASED SERVICES		481,527	483,434	496,626	0	496,626	0	496,626

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14100 Department of Administration - General

1771 Veterans Affairs - Administration

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CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 3100	GENERAL ADMIN SUPPLIES	14,295	17,338	14,541	0	14,541	0	14,541
53 3200	FACILITY & HARDWARD SUPP	5,998	8,163	6,300	0	6,300	0	6,300
53 3300	VEHICLE/EQUIP OPER SUPPL	12,304	10,158	12,550	0	12,550	0	12,550
53 3500	CLOTHING & RECREATNL SUP	1,357	1,508	1,400	0	1,400	0	1,400
53 3900	OTHER MATERIALS & SUPPLI	4,977	5,216	5,000	0	5,000	0	5,000
TOTAL SUPPLIES		38,931	42,383	39,791	0	39,791	0	39,791
53 4400	OTHER STRUCTURES&IMPROVE	0	800	0	0	0	0	0
53 4500	EQUIPMENT	14,970	6,526	6,526	0	6,526	0	6,526
53 4700	INTANGIBLE ASSETS	2,307	147	147	0	147	0	147
TOTAL PROPERTY, PLANT & EQUIPMT		17,277	7,473	6,673	0	6,673	0	6,673
53 5800	OTHER ADMINISTRATIVE EXP	1,192	1,300	1,300	0	1,300	0	1,300
53 5900	OTHER EXPENSES	1,320	1,200	1,400	0	1,400	0	1,400
TOTAL OTHER EXPENSES & ADJUSTMEN		2,512	2,500	2,700	0	2,700	0	2,700
53 6K10	GOV ED & SCHOLARSHIPS VE	7,807,807	8,580,480	8,580,480	0	8,580,480	0	8,580,480
53 6810	EDUC AWAR-APPROP GRANTS	249,343	573,545	573,545	0	573,545	0	573,545
53 6910	AID TO COUNTIES	203,841	188,000	188,000	0	188,000	0	188,000
TOTAL AID & PUBLIC ASSISTANCE		8,260,991	9,342,025	9,342,025	0	9,342,025	0	9,342,025
53 8990	TRSRF TO SUBSEQUENT YEAR	600,000	0	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT		600,000	0	0	0	0	0	0
TOTAL REQUIREMENTS		13,067,647	13,949,084	13,699,215	109,127	13,808,342	109,127	13,808,342

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

AWG

ATTACHMENT 4

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14100 Department of Administration - General 20:57:36 02/09/11
1771 Veterans Affairs - Administration

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ESTIMATED RECEIPTS

43 7127	PROCUREMENT CARD REBATES	566	0	0	0	0	0	0
43 7990	OTHER MISC. REVENUES	0	2,400	2,400	0	2,400	0	2,400
43 8104	TRANS 24102	0	339,853	11,376	0	11,376	0	11,376
43 8157	TRAN STATE TREASURER	6,520,964	6,520,964	6,520,964	0	6,520,964	0	6,520,964
53 8352	REFUND OF PRIOR YR EXPEN	760	0	0	0	0	0	0
43 8990	PRIOR YEAR CARRYFORWARD	600,000	0	0	0	0	0	0

TOTAL RECEIPTS		7,122,290	6,863,217	6,534,740	0	6,534,740	0	6,534,740
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NET APPROPRIATION		5,945,357	7,085,867	7,164,475	109,127	7,273,602	109,127	7,273,602
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BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1772 State Veterans' Home Program

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1212	SPA-REG SALARIES-RECPT	174,379	202,187	231,643	0	231,643	0	231,643
53 1462	EPA&SPA-LONGVTY PAY-REC	1,954	1,953	1,953	0	1,953	0	1,953
53 1512	SOCIAL SEC CONTRIB-RECPT	13,152	15,629	17,890	0	17,890	0	17,890
53 1522	REG RETIRE CONTRIB-RECPT	15,429	21,885	24,991	0	24,991	0	24,991
53 1562	MED INS CONTRIB-RECPTS	4,527	25,294	29,813	0	29,813	0	29,813
53 1575	EMPLOYEE ASSISTANCE PROG	63	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	342	0	0	0	0	0	0
TOTAL PERSONAL SERVICES		209,846	266,948	306,290	0	306,290	0	306,290
53 2110	LEGAL SERVICES	1,132	0	0	0	0	0	0
53 2132	OTHER PROVIDED MED SER	17,632,077	17,761,194	17,761,194	7,934,625	25,695,819	5,157,735	22,918,929
53 2170	ADMIN SERVICES	0	14,000	14,000	0	14,000	0	14,000
53 2199	MISC CONTRACTUAL SERVICE	6,300	7,000	7,000	0	7,000	0	7,000
53 2300	REPAIR SERVICES	5,957	18,087	18,087	0	18,087	0	18,087
53 2400	MAINTENANCE AGREEMENTS	9,145	17,862	17,862	0	17,862	0	17,862
53 2500	RENTALS/LEASES	120	520	520	0	520	0	520
53 2700	TRAVEL&OTHER EMPLOYEE EX	14,713	11,774	15,100	0	15,100	0	15,100
53 2800	COMMUNICATION&DATA PROC	24,099	29,028	32,822	0	32,822	0	32,822
53 2900	OTHER SERVICES	35,172	30,974	35,400	0	35,400	0	35,400
TOTAL PURCHASED SERVICES		17,728,715	17,890,439	17,901,985	7,934,625	25,836,610	5,157,735	23,059,720
53 3100	GENERAL ADMIN SUPPLIES	3,387	20,377	13,208	0	13,208	0	13,208
53 3200	FACILITY & HARDWARD SUPP	0	8,000	2,500	0	2,500	0	2,500
53 3300	VEHICLE/EQUIP OPER SUPPL	0	8,357	1,000	0	1,000	0	1,000
53 3900	OTHER MATERIALS & SUPPLI	15,760	7,520	16,000	0	16,000	0	16,000
TOTAL SUPPLIES		19,147	44,254	32,708	0	32,708	0	32,708
53 4500	EQUIPMENT	83,858	175,800	175,800	0	175,800	0	175,800
53 4700	INTANGIBLE ASSETS	2,834	4,500	4,500	0	4,500	0	4,500
TOTAL PROPERTY, PLANT & EQUIPMT		86,692	180,300	180,300	0	180,300	0	180,300
53 5100	LEGAL, LICENSE&PERMIT CST	2,400	0	0	0	0	0	0
53 5600	ASSET & OTHER ADJUSTMENT	150	0	0	0	0	0	0
53 5800	OTHER ADMINISTRATIVE EXP	35	820	820	0	820	0	820
53 5900	OTHER EXPENSES	5,897	12,562	16,633	0	16,633	0	16,633
TOTAL OTHER EXPENSES & ADJUSTMEN		8,482	13,382	17,453	0	17,453	0	17,453

BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11
1772 State Veterans' Home Program

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)

TOTAL REQUIREMENTS		18,052,882	18,395,323	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471

ESTIMATED RECEIPTS

43 4320 SALE OF EQUIPMENT	150	0	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REBATES	220	0	0	0	0	0	0	0
43 8110 TRANSFER FROM 64106	18,045,328	18,399,394	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471	
53 8399 MOTOR FLEET REBATE	3,548	0	0	0	0	0	0	0

TOTAL RECEIPTS		18,049,246	18,399,394	18,438,736	7,934,625	26,373,361	5,157,735	23,596,471

NET APPROPRIATION		3,636	-4,071	0	0	0	0	0
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BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

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24102 Department of Administration - Special Unbudgeted Revenue 20:57:36 02/09/11
2227 Veterans Burial

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1212	SPA-REG SALARIES-RECPT	228,653	0	274,692	0	274,692	0	274,692
53 1462	EPA&SPA-LONGVTY PAY-REC	1,603	0	1,120	0	1,120	0	1,120
53 1512	SOCIAL SEC CONTRIB-RECPT	17,329	0	21,015	0	21,015	0	21,015
53 1522	REG RETIRE CONTRIB-RECPT	19,167	0	24,520	0	24,520	0	24,520
53 1562	MED INS CONTRIB-RECPTS	34,516	0	44,361	0	44,361	0	44,361
53 1575	EMPLOYEE ASSISTANCE PROG	49	0	0	0	0	0	0
53 1576	FLEXIBLE SPENDING SAVING	56	0	0	0	0	0	0
TOTAL PERSONAL SERVICES		301,373	0	365,708	0	365,708	0	365,708
53 2200	UTILITY/ENERGY SERVICES	24,988	18,883	25,296	0	25,296	0	25,296
53 2300	REPAIR SERVICES	3,749	0	3,500	0	3,500	0	3,500
53 2400	MAINTENANCE AGREEMENTS	0	684	684	0	684	0	684
53 2700	TRAVEL&OTHER EMPLOYEE EX	693	0	750	0	750	0	750
53 2900	OTHER SERVICES	600	0	600	0	600	0	600
TOTAL PURCHASED SERVICES		30,030	19,567	30,830	0	30,830	0	30,830
53 3200	FACILITY & HARDWARE SUP	956	0	0	0	0	0	0
53 3300	VEHICLE/EQUIP OPER SUPP	179	0	0	0	0	0	0
53 3900	OTHER MATERAILS & SUPPLI	1,223	4,643	4,643	0	4,643	0	4,643
TOTAL SUPPLIES		2,358	4,643	4,643	0	4,643	0	4,643
53 4500	EQUIPMENT	0	53,564	31,752	0	31,752	0	31,752
TOTAL PROPERTY, PLANT & EQUIPMT		0	53,564	31,752	0	31,752	0	31,752
53 5900	OTHER EXPENSES	205	9,175	5,000	0	5,000	0	5,000
TOTAL OTHER EXPENSES & ADJUSTMEN		205	9,175	5,000	0	5,000	0	5,000
53 8101	TRSFRR-14100-GENERAL FUND	0	205,644	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT		0	205,644	0	0	0	0	0

BI233

BUDGET PREPARATION SYSTEM
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)
FUND DETAIL

AWG

ATTACHMENT 4

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24102 Department of Administration - Special Unbudgeted Revenue 20:57:36 02/09/11
2227 Veterans Burial

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

TOTAL REQUIREMENTS		333,966	292,593	437,933	0	437,933	0	437,933

ESTIMATED RECEIPTS

43 5200 FEES LICENSES & FINES		286,200	292,593	302,593	0	302,593	0	302,593
43 7127 PROCUREMENT CARD REB		96	0	0	0	0	0	0
53 8352 REFUND OF PRIOR YR EXPEN		15,940	0	0	0	0	0	0

TOTAL RECEIPTS		302,236	292,593	302,593	0	302,593	0	302,593

CHANGE IN FUND BALANCE		-31,730	0	-135,340	0	-135,340	0	-135,340
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